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BASIC PLAN

I. PURPOSE

The purpose of this Monroe County Emergency Operations Plan (EOP) is to provide plans, processes, procedures, guidelines and protocols for the mitigation, preparation, and response and recovery efforts to manage disasters in Monroe County.

II. LEGAL AUTHORITIES:

- A. The Illinois Emergency Interim Executive Succession Act
- B. The Robert T. Stafford Disaster Relief and Emergency Assistance Act
- C. The Illinois Emergency Management Act
- D. The Federal Civil Defense Act of 1950
- E. The Federal Emergency Management Act of 2000
- F. Homeland Security Presidential Directive 5

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. In 2005, Monroe County conducted a local hazards analysis. It is provided as an attachment to this Basic Plan.
2. An analysis of Monroe County's demographics and infrastructure is an attachment to this Basic Plan.
3. Known risk areas have been identified (flood plains, hazardous materials facilities, etc.) to enable officials to determine the need to evacuate at-risk residents. Evacuation should be weighed against in-place sheltering.
4. Since Monroe County is not adjacent to any other county where a nuclear power plant is located, therefore the county is not in the 10-mile emergency planning zone, which is the primary hazard area. Monroe County is not in the 50-mile ingestion pathway on which the emphasis is on controlling the ingestion pathway of milk, food, and water.

5. There are facilities throughout the county which manufacture and/or store hazardous materials. In addition to fixed facilities, hazardous materials are routinely transported by highway, rail and river through Monroe County. In essence all residents of Monroe County are vulnerable to a hazardous material incident.

A list of facilities that use, store, or produce extremely hazardous substances is available from the Local Emergency Planning Committee files, located in the Monroe County Emergency Management Agency office in the courthouse. In addition, facilities are required to file reports under the Superfund Amendments and Re-authorization Act to jurisdictional fire departments.

The Monroe County Emergency Management Agency has the availability to use the Geographic Information System located in the Monroe County Assessor's office in the courthouse for purposes of emergency operations planning for all areas of Monroe County.

6. Areas of Monroe County are in flood plains, as determined by the Federal Emergency Management Agency. Maps of flood plains are located in the Monroe County Emergency Management Agency office in the courthouse.

B. Assumptions

1. All local officials having a role in emergency management are familiar with the appropriate sections of the plan.

2. While outside assistance would be available in most large scale disaster situations affecting the county, it is necessary for Monroe County to plan for and be prepared to carry out disaster response and short term recovery operations on an independent basis.

3. The mutual aid and other related assistance described in the Monroe County Emergency Operations Plan will be available in a reasonable amount of time.

4. Should state or federal government officials arrive to assist, Monroe County will comply with the National Incident Management System (NIMS).

IV. CONCEPT OF OPERATIONS

A. Responsibility for the protection of the lives and property of Monroe County residents, rests with the various governments in the county. The ultimate responsibility in disaster situations rests with the Monroe County Chief Elected Official (the Monroe County Board Chairperson), or his successor, who are the only two people who can declare a local disaster within the county.

B. The Monroe County Sheriff, in addition to the Monroe County Emergency Management Agency (EMA) Director or the Monroe County Chief Elected Official (CEO) may activate the plan following the occurrence of or the impending occurrence of a major emergency/disaster situation.

1. Local Declared Disaster: The Monroe County CEO must declare a disaster situation for the county in order to request Illinois Emergency Management Agency (IEMA) assistance.

2. State Declared Disaster: Following a local declared disaster and a declaration from the Governor of Illinois, a state declaration would be declared for the County of Monroe. State resources and assistance would be made available through the State Emergency Operations Center (SEOC) for response to Monroe County.

3. Federal Declared Disaster: Following a local/state declared disaster and
a declaration from the President of the United States, A Federal Declaration would be declared for the County of Monroe. A federal declaration triggers federal disaster relief and recovery assistance in accordance with the National Response Plan (NRP).

C. Local mayors of declared disasters shall assume responsibility in coordinating their municipalities' resources so that local, county, state and federal assistance can be coordinated for effective response.

D. It is recognized that disaster response relies on many governmental levels, including municipal, county, state, and federal. In addition, voluntary and private agency/organizations may offer assistance. It is still the responsibility of the Monroe County Board Chairperson to provide governmental direction and control for response operations.

E. Duties and tasks for the various agencies/organizations during emergency operations will generally correspond with their normal day to day functions. Each agency/organization is responsible for the direction and control of their personnel. In addition, each agency/organization will arrange for the activation and release of emergency personnel to provide for a continuous 24-hour manning of emergency functions during emergency conditions.

F. The entire planning effort of Monroe County is based on the four phases of emergency management: mitigation, preparedness, response and recovery.

G. **MITIGATION** is actions taken to reduce or minimize the possibility of a disaster in Monroe County. The Federal Disaster Mitigation Act of 2000 requires counties to plan mitigation strategies to lessen the impact of natural and man-made disasters.

Monroe County's Hazard Mitigation Plan is provided as an attachment to this Basic Plan.

H. **PREPAREDNESS** is actions taken to insure the readiness of Monroe County government to respond to and recover from the effects of a disaster. Such preparations must entail a unified approach, integrating and coordinating interoperability between jurisdictional and functional boundaries as well as with private sector and non-governmental entities. Preparedness centers on seven key programs:

1. **Planning** centers on this **Emergency Operations Plan** which details the procedures and mechanisms to support an all hazards spectrum of operations.
2. **Training** entails initial certification and recurring, follow-on , training for all first responders, EMA personnel, and the public. Initial certification and follow-on training and credentialing of police, fire, and emergency medical personnel are regulated by the State of Illinois. Monroe County EMA conducts initial and follow-on certification training of EMA and Emergency Operations Center (EOC) personnel. In addition, NIMS mandates specific training requirements. Finally, Monroe County EMA provides disaster-related educational and training materials for the public.
3. **Equipping** entails insuring the readiness, certification, and availability of equipment resources.
4. **Exercising** means practicing disaster response to determine if planning, training, and equipping are adequate. Monroe County conducts at least one exercise each year.
5. **Evaluating** how exercises or real-world responses were conducted is crucial for improvements.
6. **Corrective Actions** are mandatory for those lessons learned during evaluation.

7. **Mitigation Actions** are mandatory to lower risks before an incident.

I. **RESPONSE** is actions taken to meet the immediate life-saving needs of Monroe County residents following a disaster.

J. **RECOVERY** is actions taken, both short and long term, to restore Monroe County to its pre-disaster condition. A part of this effort must entail long term recovery planning to identify strategic priorities for restoration, improvement and growth.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Elected Official (CEO)

1. Sets policy for the emergency response efforts.
2. Assumes responsibility for the overall response and recovery operations.
3. Authorizes the mitigation strategy for recovery.

B. The Monroe County Emergency Management Agency Director will:

1. Coordinate all phases of emergency management.
2. Advise decision-makers of the emergency situation and recommend actions to protect the public (i.e., public warning, evacuation, shelter activation, request state or federal assistance, etc.)
3. Make provisions for providing the handicapped and elderly with medical, transportation, and other related support during emergency operations.
4. Coordinate warnings and communications.
5. Maintain readiness of the Emergency Operations Center and coordinate Emergency Operations Center operations.
6. Coordinate shelter operations.
7. Coordinate welfare services.

8. Coordinate transportation services.
9. Coordinate damage assessment operations.
10. Coordinate resource requests.
11. Coordinate debris removal.
12. Coordinate general SAR (Search & Rescue) - missing persons within the County of Monroe.
13. Coordinate any volunteer groups.
14. Develop and maintain radiological self-protection systems.
15. Request outside assistance from other emergency management agencies
or assistance from the state or federal government agencies through the Region 8 office of Illinois Emergency Management Agency.
16. Coordinate disaster intelligence.
17. Coordinate evacuations.
18. Maintain maps and Geographic Information System (GIS) materials of use to response and recovery operations.

C. The Monroe County Sheriff will coordinate, assist, arrange for, or provide law enforcement, area security, traffic control, communications and warning services, inmate relocation, evacuation support, search and rescue support, and municipality police support as detailed in ANNEX Q, Law Enforcement, of this EOP.

D. The Bi-County Health Department Administrator will coordinate, assist, arrange for, or provide public health services, shelter care services, immunization services, sanitation services, potable water services, and emergency medical care center services as detailed in ANNEX H, Health & Medical Support, of this EOP.

E. The Monroe County Engineer will coordinate, assist, arrange for, or provide public works support, debris removal actions, structural inspections, evacuation support, and road and bridge repairs as detailed in ANNEX R, Public Works, of this EOP.

F. The Monroe County Coroner will coordinate, arrange for, or provide mortuary services and mass fatality services as detailed in ANNEX I, Mortuary Services, in this EOP.

G. The Monroe County Supervisor of Assessments will:

1. Chair the Damage Assessment Working Group. See ANNEX E.
2. Provide Geographic Information System support. See ANNEX E & O.

H. The Monroe County Clerk will:

1. Provide necessary information for disaster operations and Deputy Chair the Damage Assessment Working Group. See ANNEX E.

I. The Monroe County Treasurer will:

1. Provide necessary records and information for disaster operations.
2. Keep necessary records of all expenses and monetary donations during a county disaster.

J. The Monroe County States Attorney will :

1. Provide legal advice concerning disaster operations.

K. The Jurisdictional Fire Chief(s) will perform fire control, search and rescue, hazardous materials control, and medical assistance duties as detailed in ANNEX P, Fire Services, of this EOP.

L. The Monroe County Emergency Medical Services Coordinator will coordinate, assist, arrange for, or provide emergency medical care and transport services as detailed in ANNEX N, Emergency Medical Services, of this EOP.

M. The Red Cross will:

1. Assist in sheltering operations.
2. Assist in damage assessment.
3. Provide available welfare services.
4. Provide service to military families.

N. The Salvation Army will:

1. Assist in sheltering operations.
2. Provide available welfare services.

O. The Amateur Radio Operators will:

1. Assist in communications support.

P. The Monroe County Veterinarian will perform the duties detailed in ANNEX U, Animal Emergencies, of this EOP.

Q. The Human Support Services Administrator will:

1. Provide stress care for responders and victims.
2. Be responsible to the Bi-County Health Department.

R. Each tasked organization shall:

1. Prepare and maintain standard operating procedures and checklists which detail how their assigned responsibilities will be performed to execute the Monroe County Emergency Operations Plan.
2. Specify how authorities may be assumed by a designated successor during emergency conditions.
3. Identify circumstances under which successor emergency authorities would become effective, and when they would be terminated in the Emergency Operations Center and Incident Command Posts.
4. Maintain current internal personnel notification rosters.
5. Designate and establish a work/control center to manage organizational resources and response personnel and maintain contact with the Emergency Operations Center/Incident Command during emergency/disaster situations.
6. Designate a representative to report to the Emergency Operations Center/Incident Command during an emergency disaster to advice decision-makers and coordinate its own services response effort with the responding agency organizations.

7. Report the appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the Emergency Operations Center/Incident Command during emergency/disaster operations.
8. Protect records deemed essential for continuing government functions and the conduct of emergency operations. These records shall be provided upon request to Monroe County Emergency Management Agency.
9. Provide necessary logistical support for food, water, emergency power and lighting, fuel, etc. for work/control/dispatch center(s) and response personnel during emergency operations.
10. Negotiate, coordinate, and prepare mutual aid agreements.
11. Support cleanup and recovery operations during disaster events.
12. Train assigned staff and volunteer augmenters to perform emergency functions.

S. A table of organizational responsibilities for response functions is found in Appendix A of this Basic Plan.

VI. SUCCESSION OF COMMAND

A. The line of succession for the Monroe County Board Chairperson will be:

1. A Commissioner of the Monroe County Board.
2. Alternate County Board Commissioner.
3. Monroe County Emergency Management Agency Director

B. The line of succession for the Monroe County Emergency Management Agency Director will be:

1. Monroe County Sheriff
2. Monroe County Deputy Sheriff
3. Designee of the Monroe County Sheriff's Department

VII. PRESERVATION OF RECORDS

All government bodies shall provide for the protection of records deemed essential for continuing government functions and the conduct of emergency operations.

VIII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Support, resources, and services of local and Monroe County personnel shall be utilized and depleted before outside help is requested.
2. The management of local and Monroe County resources as well as Mutual aid and donated resources and services will be managed as set forth in the Resource Management ANNEX J.
3. Mutual aid agreements shall be maintained by the appropriate response agencies, and copies of the mutual aid agreements shall be sent to the Monroe County Emergency Management Agency.
4. Staff augmentation by volunteers and by the reassignment of public employees are set forth in the Resource Management ANNEX J.
5. Financial records, records of resources, and all other records and reports shall be made in triplicate. One copy is for the Monroe County Clerk's Office for permanent and safe-keeping, one is for the response group, and one is for Monroe County Emergency Management Agency.
6. All Incident Commanders, Unified Command General Staff, and EOC personnel shall utilize Incident Command System / National Incident Management System procedures and forms.
7. The Chief Executive Officer or Incident Commander shall have the authority to reassign public employees.
8. All volunteers shall sign the loyalty oath located in Appendix B in this Basic Plan before any access is allowed to the incident site.
9. All emergency responders shall keep applicable financial records, receipts of costs involved, etc.

10. The Incident Commander and Monroe County Emergency Management

Agency Director shall maintain records of all private property resources utilized in incident management and shall have the authority to compensate for the same.

B. Logistics

1. Monroe County Emergency Management Agency shall maintain original copies of all forms which may be needed for copying and use.
2. A Monroe County Reference Manual containing the jurisdictions' resources, forms, and associated information shall be maintained by Monroe County Emergency Management Agency.
3. Emergency response agencies within Monroe County's jurisdiction will endeavor to be as self-supporting as possible for the first 24-72 hours of an incident.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each assigned organization/agency will update its portion of the plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations. These updates are to be done bi-annually.
- B. The Monroe County Emergency Management Agency Director will revise the plan if necessary as new emergency management services are established and also when new information and techniques are discovered that improve the efficiency and overall effectiveness.
- C. The Monroe County Emergency Management Agency Director will review and revise plans as necessary after an actual emergency or disaster has occurred and after each responding agency critiques the disaster response.
- E. The Monroe County Emergency Management Agency Director will work with the appropriate organization to ensure that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed.
- F. The Monroe County Emergency Management Agency Director will maintain a distribution list in order to forward all revisions of the plan to the appropriate organizations/ agencies.

G. This Monroe County Emergency Operations Plan is submitted to the Illinois Emergency Management Agency for review in compliance with statute and the Illinois Administration Code.

X. EMERGENCY PREPAREDNESS EXERCISE

Each year at least one exercise will be conducted to determine revisions needing to be made to improve response and recovery operations as described in this Monroe County Emergency Operations Plan.

The Monroe County Emergency Management Agency Director shall be responsible for scheduling, conducting, and critiquing the exercise.

XI. SPECIAL NEEDS RESIDENTS

Monroe County acknowledges that there are populations with special requirements that must be considered in disaster response. These include the mobility impaired, hearing impaired, blind or visually handicapped, developmentally disabled and the elderly.

The Bi-County Health Department has been assigned the responsibility for identifying this segment of the population, and insuring that disaster services will be available for these individuals. Coordination has been made with the facilities where large numbers of these citizens live to insure that adequate procedures have been developed. Every attempt will be made to find these residents an equivalent facility or to provide the support they require.

The Monroe County Emergency Management Agency, and the Bi-County Health Department will maintain the lists of special needs residents.

The school district has coordinated with agencies that own vehicles that can safely transport these residents for use in the event of an evacuation. The Bi-County Health Department has arranged for appropriate medical care.

XII. ATTACHMENT

1 – Monroe County Hazard Mitigation Plan

XIII. APPENDICES

A. Organizational Responsibilities for Response Functions

B. Loyalty Oath

C. Mutual Aid Agreements

APPENDIX A ORGANIZATIONAL RESPONSIBILITIES FOR RESPONSE FUNCTIONS

	Direction & Control	Communications	Warning	Public Info.	Evacuations	Mass Care	Health & Medical	Resource Management
Chief Exec. Official	P	S	S	S	S	S	S	S
Fire Dept.	P/S	S	S	S	S	S	S	S
Law Enforcement	P/S	S	S	S	S	S	S	S
Health and Medical Coord.	P/S	S	S	S	S	S	P	S
Public Works	P/S/	S	S	S	S	S	S	S
Emergency Program Mgr.	S	S	S	S	S	S	S	S
EDC. Mgr.	S	S	S	S	S	S	S	S
Communications Coord.	S	P	S	S	S	S	S	S
Public Info. Officer	S	S	S	P	S	S	S	S
Evacuation Coord.	S	S	S	S	P	S	S	S

Mass Care Coord.	S	S	S	S	S	P	S	S
Resource Manager	S	S	S	S	S	S	S	P
Education Department	S	S	S	S	S	S	S	S
Animal Care & Control Agency	S	S	S	S	S	S	S	S
Warning Coord.	S	S	P	S	S	S	S	S
Comptroller/ Chief Financial Officer	S	S	S	S	S	S	S	
Volunteer Orgs.	S	S	S	S	S	S	S	S
Other Orgs.	S	S	S	S	S	S	S	S

P- Primary
S- Secondary

APPENDIX B LOYALTY OATH

LOYALTY OATH

I, _____, do solemnly swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions, and facilities thereof., both public and private, against all enemies, foreign and domestic; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I, nor have I been a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or

violence; and that during such times as I am affiliated with Monroe County, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of the State of Illinois by force or violence.

Signed: _____

Date: _____

Witnessed by: _____

APPENDIX C MUTUAL AID AGREEMENTS

Monroe County EMA and several first response agencies have implemented mutual-aid agreements to augment response and recovery operations. Mutual-aid agreements must include the following elements: definitions of key terms; roles & responsibilities; procedures for requesting and providing assistance; procedures for payment & reimbursement; notification procedures; protocols for communications interoperability; jurisdictional relationships; workers compensation; qualifications & certification requirements; and, as required, shared agreements.

The following mutual-aid agreements are in effect:

1. Illinois Law Enforcement Alarm System (ILEAS)
2. Mutual Aid Box Alarm System (MABAS)
3. Illinois Emergency Management Mutual Aid System Agreement (IEMMASA-Jan 06)
4. Damage Assessment Agreement with Rhutasel and Associates, Inc. (Jan 06)
5. Memorandum of Understanding between the Illinois Coroners and Medical Examiners Association, the Illinois Emergency Management Agency, and the Illinois Funeral Directors Association Mortuary Response Team (Oct 99)
6. Agreement with Gateway Hazardous Materials Emergency Response Network (MABAS)

MONROE
COUNTY
ILLINOIS
HAZARD
MITIGATION
PLAN
SEPTEMBER 2006

OFFICE OF PRIMARY RESPONSIBILITY (OPR):
Monroe County Emergency Management Agency
Monroe County Court Building
100 South Main Street
Waterloo, IL 62298
Tel: 618-939-8681 ext. 231
Fax: 618-939-5048
E-Mail: MOCOEMA@HTC.NET
Attachment 1

I. Introduction & Purpose: This plan meets the requirements of the Federal Disaster Mitigation Act of 2000 for counties to plan mitigation strategies to lessen the impact of natural and man-made disasters. The goals of this plan are fourfold:

1. To make Monroe County more sustainable and disaster – resistant in order to save lives and property and to maintain economic vitality.
2. To incorporate hazard mitigation planning as an integral component of Monroe County government, private business, and individual citizen undertakings.
3. To organize, focus, and prioritize hazard mitigation efforts.
4. To save money, more effectively using public and private funds.

II. Monroe County Geographic, Demographic, and Infrastructural Situation:

1. **County Ranking:**

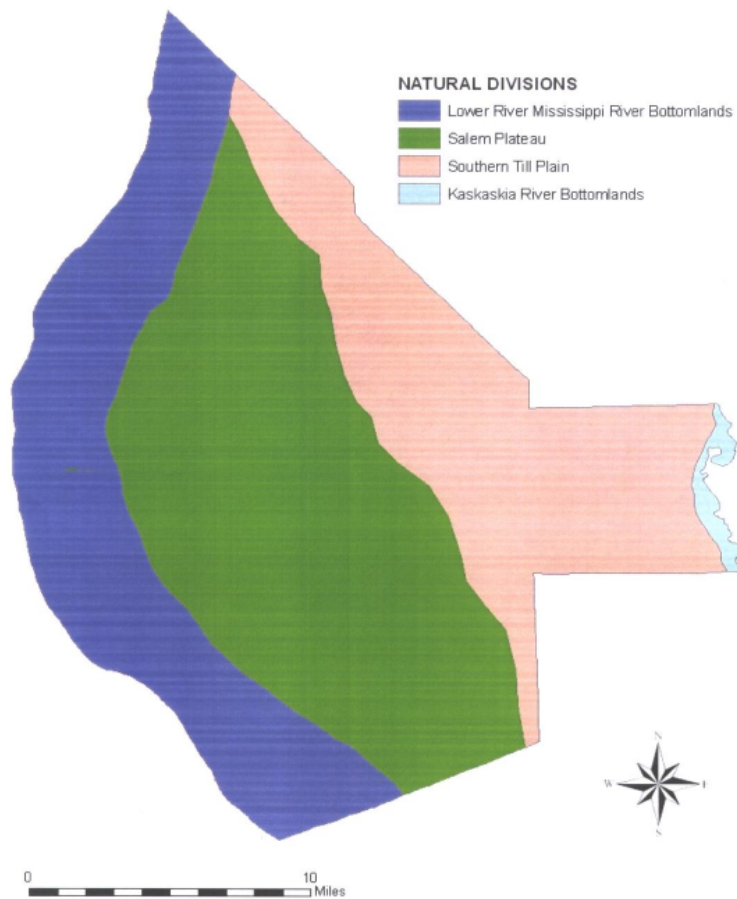


Monroe County's 388 square miles (1,005.79 sq. km.) (248,320 acres) ranks 74th in size among Illinois' 102 counties.

Monroe County ranks 51st in population in Illinois, using US Census 2000 results.

2. Natural Divisions of Monroe County:

MONROE COUNTY NATURAL DIVISIONS



Monroe County contains four natural divisions, each situated in a zonal, north-south orientation across the county.

The Mississippi River bottomlands flood plane is the westernmost natural area. Dubbed by the US Congress in the early nineteenth century the “American Bottoms,” the flood plain is 2 to 5 miles wide, with mean elevations of 375 – 450 feet above Mean Sea Level (MSL). Largely deforested by the twentieth century, the American Bottoms principal land use is agricultural.

Attachment 1, Page 2

The Mississippi River bluffs mark the transition to the next natural division of the county. The bluff corridor rises gently above the flood plain in the northernmost portions of the county, standing 100 feet above the bottomlands. In the middle and lower portions

of the county the bluff corridor looms above the flood plain, reaching elevations of 800 feet MSL, a 300 – 350 foot limestone, wooded escarpment overlooking the flood plain.

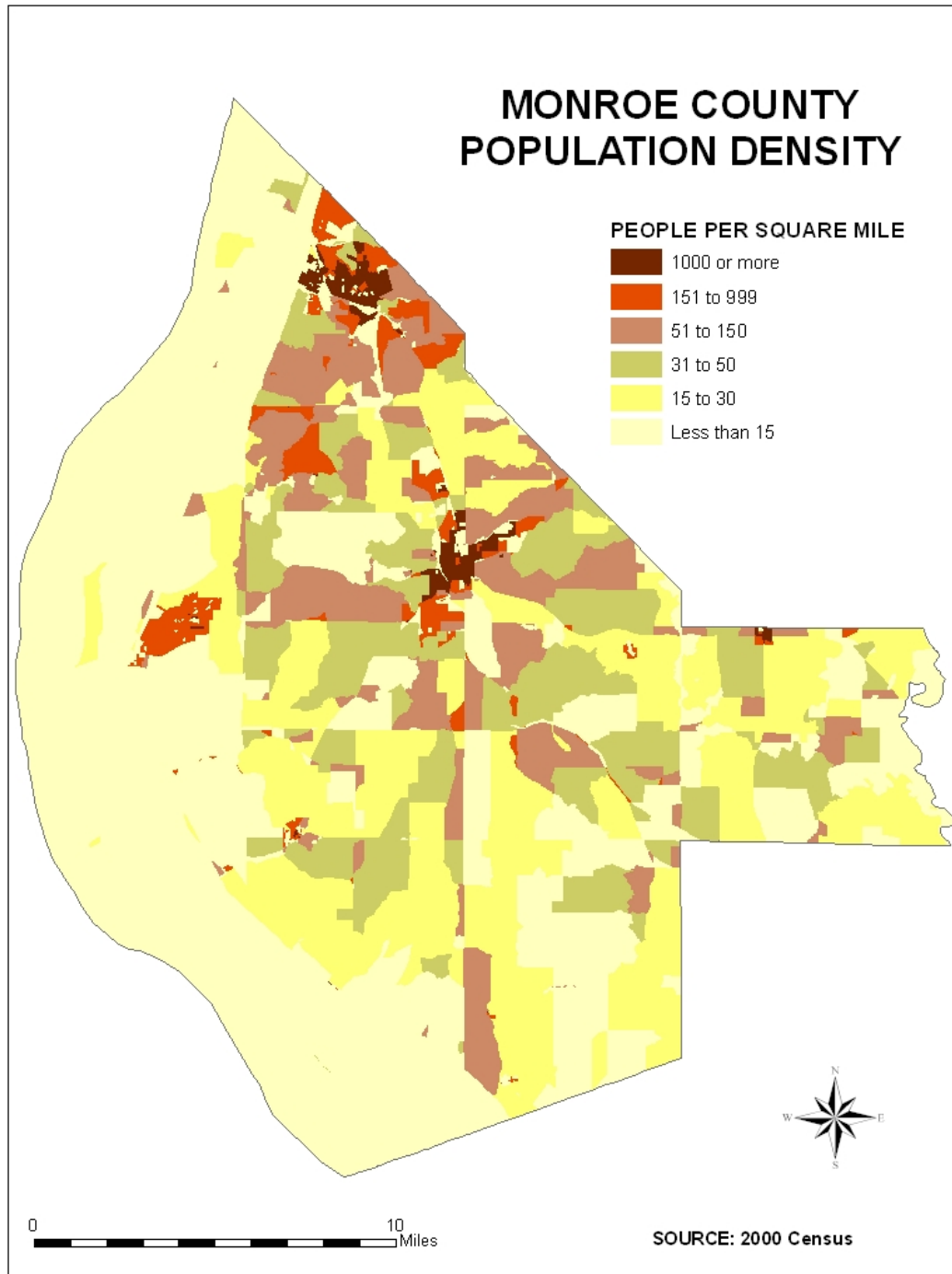
The natural area between the Mississippi River bluffs corridor and approximately Illinois State Route 3 is classified, geologically, the Salem Plateau. The plateau was never glaciated and has mean elevations of 650 – 800 feet MSL. Commonly called the Ozark Hills, the area constitutes a unique geographical region of Illinois, in contrast to the glaciated prairie occupying most of the state.

The Ozark Hills region also contains large areas of karst topography. Thinner glacial loess soils on top of the thick water soluble calcium carbonate (limestone) underlayment causes karst topography. Surface water runoff rapidly percolates through the soil and fractures the limestone beneath. Caves; exposed limestone conduits; collapsed, water-filled sinkholes; steep, Wooded hidden valleys; and, disappearing streams define the area, making for a very rugged landscape. In pre-settlement times, the Ozark Hills, region was a completely wooded upland forest. Because of the rugged karst regions, deforestation for agricultural uses has only moderately fragmented the region. The area has scattered residences.

East of the Ozark Hills, including a portion of Waterloo and most of Columbia, lies the third natural division of the county, the Southern Till Plain. This area was glaciated and has mean elevations of 450 – 500 feet MSL. Land use in the area is now agricultural and residential.

Finally, the easternmost, panhandle portion of the county is the Kaskaskia River bottom lands natural division. Continuous, unfragmented bottom land and flatwood forests characterize the region.

3. Demographics of Monroe County:



Based on US Census 2000 data, Monroe County's population density is depicted above. Fifty-six percent of the county's 28,000 people live in the cities of Columbia (7983) and Waterloo (7449). Seventy-nine percent of county residents live north of Illinois Route 156. The American Bottoms has the smallest concentration of residents. Maximum population density is along the Waterloo-Columbia urban corridor. A secondary population density maximum is along the Hanover Road corridor. The Waterloo-Columbia urban and Hanover Road corridors are projected to remain the county's primary area for growth and development.

Thirteen percent of Monroe County residents are over the age of 65, and 26% are under the age of 18. Approximately 470 county residents are disabled. Public, private, and parochial school enrollment totals approximately 5200.

Monroe County has no non-English speaking residents, except a small seasonal migrant, Spanish-speaking farm work force numbering approximately 150.

In addition to the incorporated cities of Waterloo and Columbia, four incorporated villages have smaller concentrations of residents: Valmeyer (658), Hecker (507), Maestown (148), and Fults (26). Therefore, 60% of all county residents live in an urban setting. Finally, the county has twenty some additional unincorporated hamlets.

4. Structures and Critical Facilities:

The Monroe County's Assessor's Office tabulated the number and types of structures in the county and their estimated replacement values.

The table below summarizes the number of building structures and their estimated values in the Waterloo-Columbia urban corridor. (TBD means To Be Determined).

Type of Structures	No. of Structures	Value (\$M)
Residential	7503	299.0
Commercial	449	42.2
Industrial	41	6.0
Agricultural	350	1.1
Religious/Non-Profit	21	42.5

Government	26	68.5
Education	10	86.9
Utilities	TBD	TBD

Attachment 1, Page 5

The Waterloo - Columbia urban corridor contains: county and city government facilities; all county jails and detention centers; all county day care centers (14); all county parochial schools (3); all county public elementary and secondary schools (7), except one K-12 public school in Valmeyer; all county nursing homes and assisted living facilities (5); all county banking and finance industries, except a small branch bank in Valmeyer and in Hecker; and, the overwhelming percent of Monroe County's shopping, commerce, and service centers. Growth is estimated at 4% per year for the corridor.

Waterloo, Columbia, and Valmeyer have police departments. The County Sheriff is based in Waterloo.

Emergency medical services/ambulance services are based in Waterloo, Columbia, Valmeyer, and Hecker. Monroe County has no hospital.

Waterloo, Columbia, Hecker, Valmeyer, and Maestown have volunteer fire Departments. Randolph County's volunteer fire departments in Red Bud and Prairie Du Rocher service southeastern areas of Monroe County. St. Clair County's New Athens volunteer fire department serves a small region of Monroe County's easternmost panhandle.

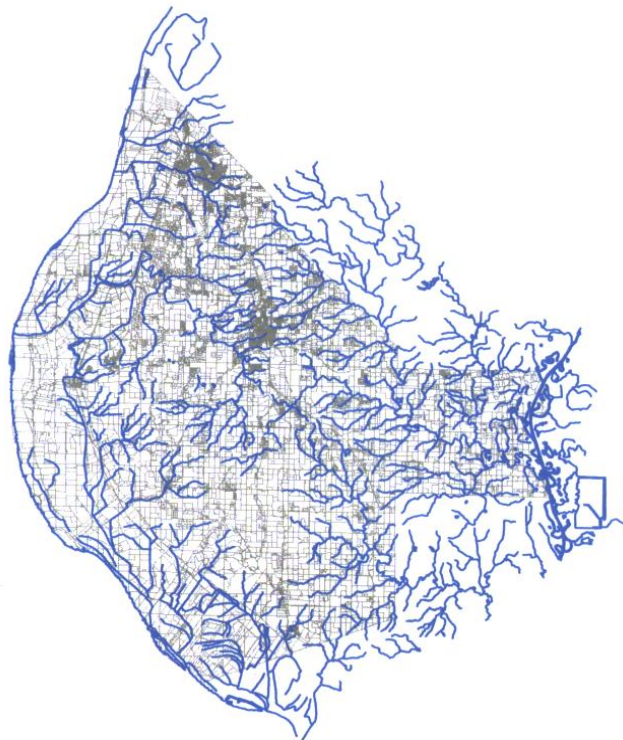
The table below summarizes the number of building structures and their estimated values on the American Bottoms.

Type of Structures	No. of Structures	Value (\$M)
Residential	167	9.3
Commercial	5	.16
Industrial	9	.38
Agricultural	359	4.3
Religious/Non-Profit	1	.8
Governmental	1	.3
Education	0	0
Utilities	TBD	TBD

The table below summarizes the number of building structures and their estimated values throughout Monroe County, except in the Waterloo – Columbia urban corridor and on the American Bottoms.

Type of Structures	No. of Structures	Value (\$M)
Residential	2776	125.4
Commercial	74	7.7
Industrial	23	4.2
Agricultural	652	7.4
Religious/Non-Profit	13	16.0
Government	9	2.1
Education	2	24.7
Utilities	TBD	TBD

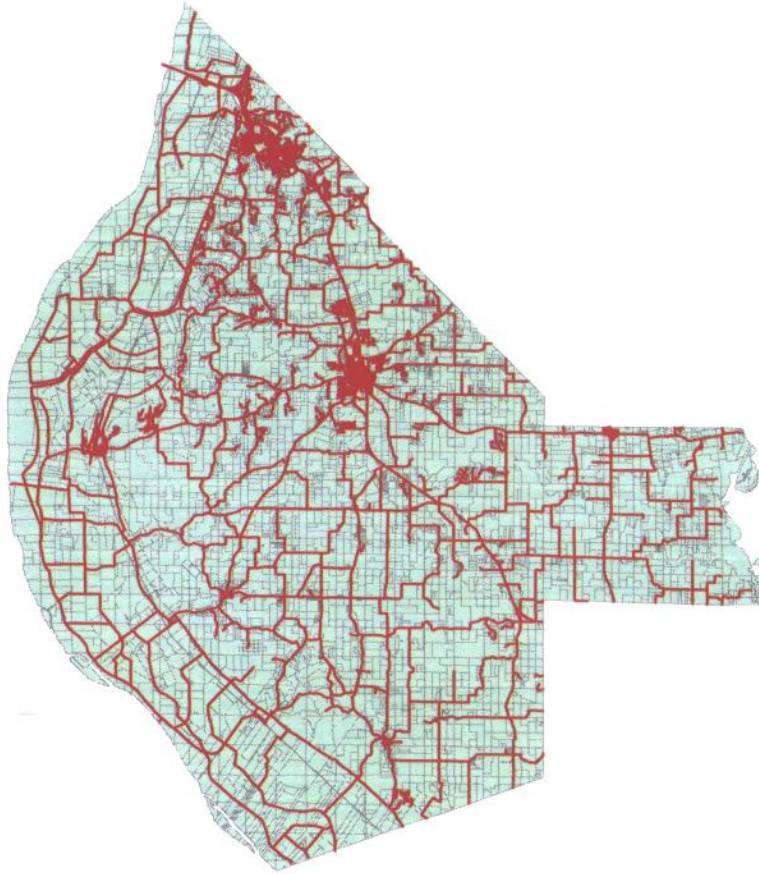
5. Waterways:



The map above depicts Monroe County's rivers, streamlets, and creeks. Thirty – five miles of the Mississippi River frame the county's western border. Twelve miles of the Kaskaskia River make up the county's easternmost, panhandle border. All creeks and streamlets contribute to the Mississippi or Kaskaskia Rivers watersheds. For the most part, Illinois Route 3 marks the watershed divide for the county, with creeks to the west of Route 3 flowing to the Mississippi and creeks to the east of Route 3 flowing to the Kaskaskia.

Attachment 1, Page 7

6. Roadways:



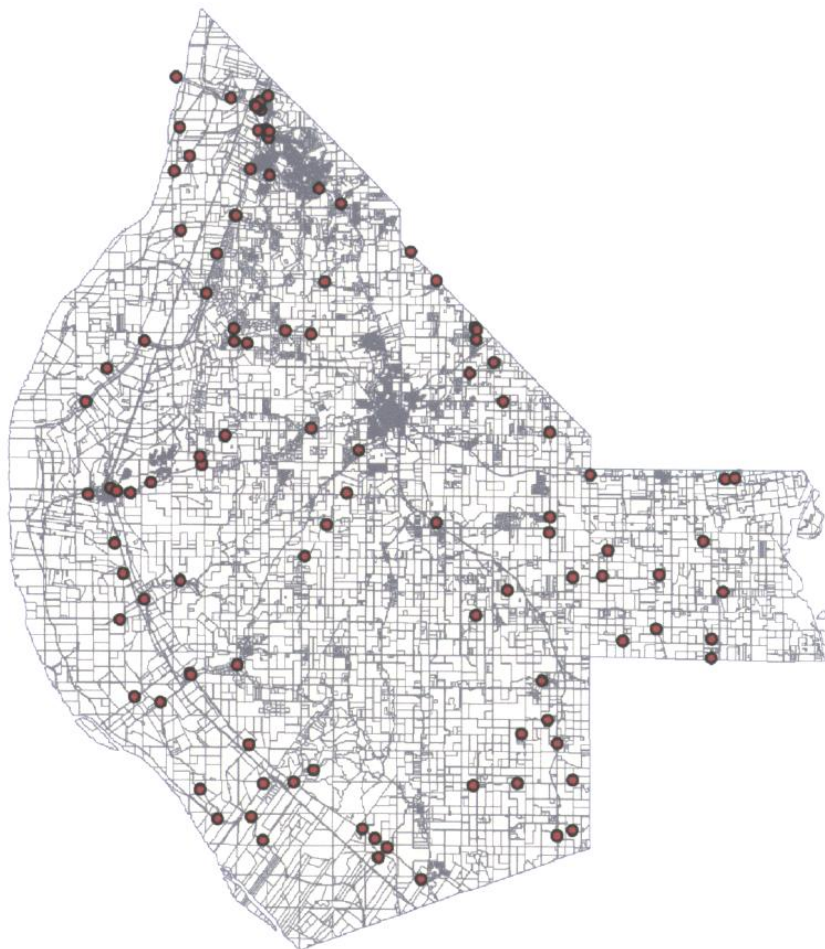
The map above depicts Monroe County's road system. Five miles of US Interstate Highway 255 are in the northernmost portions of the county. the County contains 48.75 miles of Illinois State Route 156, 158, 159, and 3. The County maintains 76.24 miles of county designated highways and 427.99 miles of rural roads.

Interstate 255 and Illinois Route 3 are designated principal arterial highways.

Illinois Routes 156 and 159 are designated minor arterial highways. Bluff Road, Hanover Road, Maeystown Road, Kaskaskia Road, and Ames Road are Classified as major collectors.

The City of Columbia maintains 64.89 miles of streets and roads. The City of Waterloo maintains 57.35 miles of streets and roads. The Village of Valmeyer maintains 17.50 miles of streets and roads. The Village of Hecker maintains 4.28 miles of streets and roads. The Village of Maeystown maintains 2.40 miles of streets and roads. The Village of Fults maintains 1.28 miles of streets and roads.

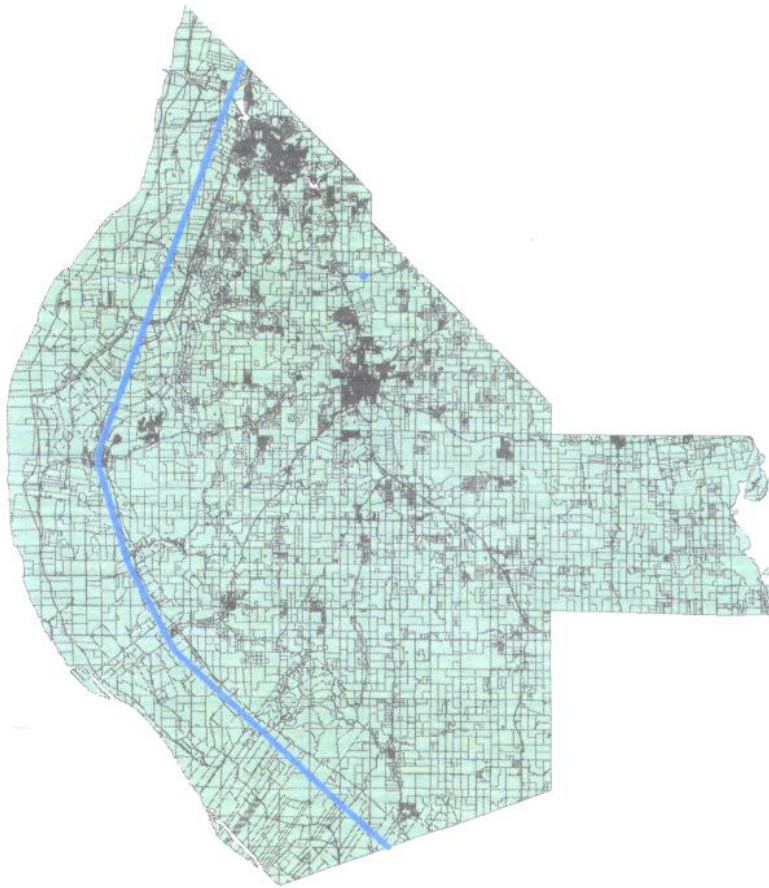
7. Bridges:



The map above shows all locations of bridges in Monroe County. No bridge in the county supports water pipes / lines, power lines, or gas lines, except the Chaflin Bridge at Bluff Road and the Mill Street Bridge in Maeystown have waterline mains attached to them.

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8. Railways:



The map above shows Monroe County's only rail line. The Union Pacific Railroad maintains 29.58 miles of dual - track through the American Bottoms. There are no marshaling yards in the county.

III. The Monroe County Hazard Mitigation Planning Process:

Monroe County's Emergency Management Agency (EMA), in cooperation with the county's Local Emergency Planning Committee, and after a review of applicable Federal and Illinois plans and guidelines, as well as Monroe County's Emergency Operations Plan, developed a preliminary sketch – plan. The sketch – plan was circulated to Monroe County government agencies, the governments of the county's incorporated cities and villages, and all the county's first responders (police, fire, and ambulance services) for Inputs and comments. Using constructive inputs from the above, Monroe County EMA developed a draft plan.

The Draft Hazard Mitigation Plan was then offered for comments to the Farm Bureau, County Soil and Water Conservation District, the Levee Districts, Waterloo and Columbia Chamber of Commerce, and all School Superintendents. In addition, two public meetings / for a were convened to solicit public inputs.

Using the above public and organizational inputs, Monroe County EMA crafted a final plan, which was submitted to the Monroe County Commissioners for approval.

This Monroe County Local Hazard Mitigation Plan, applicable to the entire county's jurisdiction, was approved by the County Commissioners on 2 May 2005. The Promulgation Document is provided as an attachment to this plan.

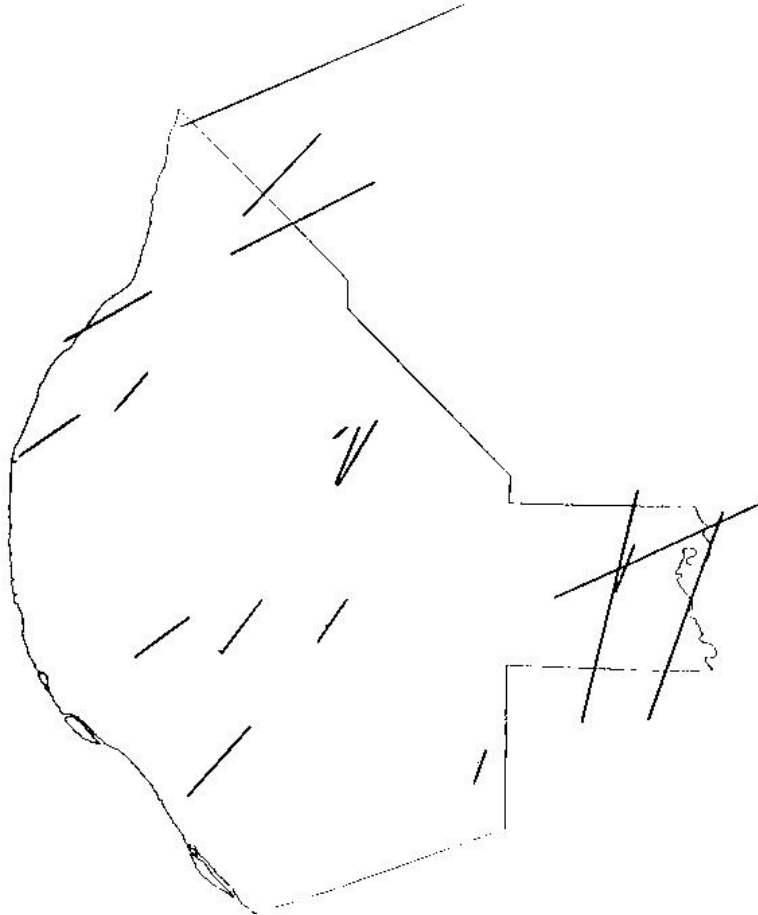
IV. Monroe County's Hazard Risk Assessment:

1. Severe Spring – Summer Thunderstorm:

Severe Spring – Summer Thunderstorms pose the historically most likely natural hazard to the county. The National Weather Service estimates 20 tornado touchdowns in the county during the 1950 – 2003 timeframe. The map below depicts tornado tracks across the county. Most tornadic activity occurred in April through June and

most tornadoes established short tracks, moving from the southwest to the northeast.

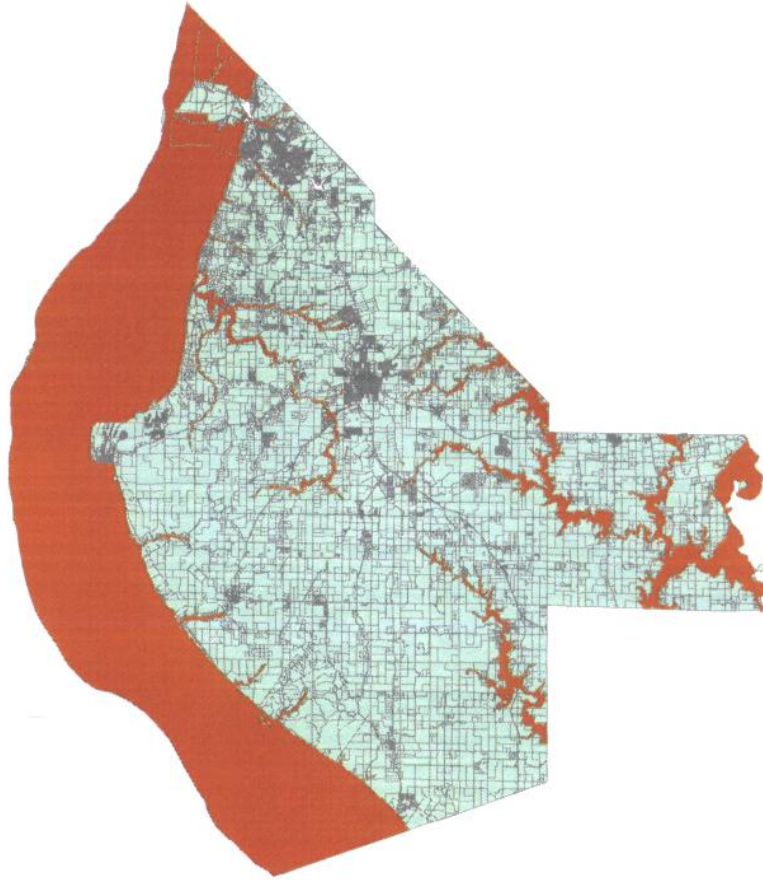
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Severe spring - summer thunderstorms more frequently bring damaging straight - line winds, hail, and lightening strikes to the county. The four largest property insurance providers in the county cumulatively estimate \$1.2 million in losses in the last 35 years in the county because of thunderstorms.

2. Flood:

Floods pose the second most likely natural hazard for Monroe County. A depiction of FEMA's 100 - year flood plain / flood prone area for the county is below.



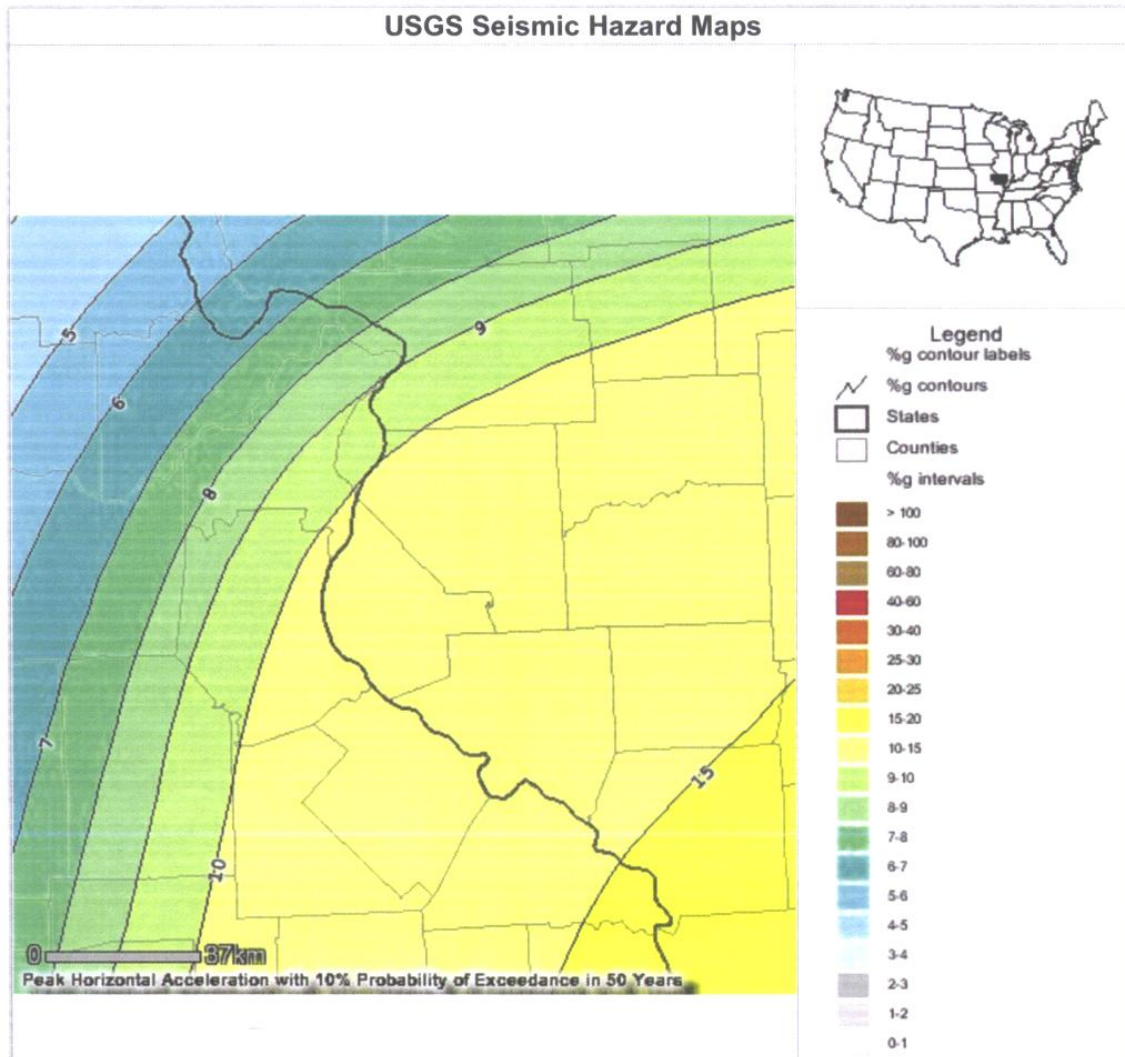
The devastating flood of 1993 had catastrophic impacts for the county. The Villages of Old Valmeyer and Fults, as well as 55,000 acres of the county, were inundated. Twenty-six hundred residents were made homeless. Three Presidential Disaster Declarations were applied to the county.

3. Earthquake:

Earthquakes constitute another natural hazard for Monroe County. The New Madrid Seismic Zone, located in southernmost Illinois, is the most active fault zone east of the Rocky Mountains. The United States Geologic Survey (USGS) has conducted seismic hazard mapping for the United States. The USGS estimates that Monroe County's structures and infrastructure could be subjected to a 10% increase in the normal accelerational forces of gravity in the event

of a major New Madrid fault seismic incident. The map below depicts USGS peak horizontal acceleration estimates for our region.

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Scientists estimate that there is a 90% chance of a magnitude 6.0 to 7.0 earthquake along the New Madrid fault in the next 50 years. Such a quake will cause widespread non-structural damage in the county, such as broken dishes and windows, unstable objects overturned, fallen plaster, and broken chimneys. In addition, FEMA estimates that within Monroe County wood frame single-family

residences could sustain .3 - .7 % structural damage, reinforced masonry residences could sustain .3 – 1 % structural damage, and unreinforced masonry residences could sustain 1.3 – 2 % damage. Similar damages apply to commercial and governmental structures. In addition, we can anticipate damages to our infrastructural and utility networks.

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4. Hazardous Materials (HAZMAT):

Hazardous Materials constitute a manmade threat to Monroe County. While the county has fortunately never to date had a major HAZMAT incident, the county has scarce resources, training or equipment to deal with such an incident. Industrial and transportational accidents, as well as terrorist – related incidents, involving chemical, biological, or nuclear materials bring overwhelming challenges to our county's current capabilities.

HAZMAT can be found throughout the county:

- The Mississippi River waterway supports a large traffic in barges laden with HAZMAT. The US Coast Guard estimates that in 2003 nearly 9 million tons of petrochemical and chemical products transited St. Louis Harbor, which extends southward along the river to the Columbia area in the county.
- Monroe County's Mississippi River border is demarcated from the 168.4 river mile marker in the north to the 133.7 mile marker in the south. Industrial chemical / petrochemical docks, for off / on loading barges, are located at the 175.8, 173.6, and 173.1 mile markers up river from Columbia. There is also a chemical dock at the 151.8 mile marker on the Missouri side of our border.
- Union Pacific Railroad transports an undisclosed, significant amount of HAZMAT through Monroe County.
- Interstate Highway 255 and Illinois State Route 3 serve as major arterial highways in the county and support an indeterminable amount of truck transported HAZMAT.

- There are 37 federally regulated HAZMAT storage facilities within Monroe County.
- Monroe County's close proximity to the St. Louis Metropolitan / Metro East urban center, with combined populations nearing 2.5 million people, makes our county more vulnerable to the results of terrorist incidents involving HAZMAT.

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SUB-REGIONAL HAZARDS VULNERABILITY ASSESSMENT:

Severe thunderstorms and earthquakes pose a county - wide threat. Flood dangers are principally confined to known flood - prone areas of the county. In general, HAZMAT dangers are greater in proximity to HAZMAT industrial and storage sites and along major transporational arteries.

The Waterloo - Columbia urban corridor is the most damages - vulnerable area of the county, with Columbia having the greater risk. The reasons are: population density, concentration of structures and critical facilities, proximity to major transportation arteries, proximity to HAZMAT industrial and storage sites, the confluence of utility infrastructures, and, in case of Columbia, surface elevation and the presence of an airdrome.

Finally, the southern half of the Ozark Hills region, because of rugged topography, presents emergency communications challenges, with difficult non-line-of-sight radio transmission and areas of cell phone degradation.

V. HAZARD Mitigation Strategies:

Monroe County's overall hazards mitigation strategy centers on defensive preparedness and a planned reliance on mutual aid and assistance from other counties, the State, and Federal Government for disaster recovery operations. Our defensive strategy is because of our small population, the resultant smaller tax base and budget, and the fact that most of our emergency response p personnel are volunteers.

1. Severe Spring - Summer Thunderstorms:

A. CURRENT MITIGATION EFFORTS:

Monroe County has adopted the International Code Council's International Building Code 2004 (IBC 2004) guidelines to provide a minimum level of disaster safety for the public in all residential and commercial construction. The IBC 2004 standard is based upon the American Society of Civil Engineers determination of minimum design loads for buildings and structures (ASCE 7) expected during earthquakes, floods, and high winds. In addition, the IBC 2004 standard is based upon the American Society for Testing and Materials (ASTM) guidelines for construction materials affording a minimum level of protection against natural disasters.

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The US Department of Housing and Urban Development (HUD) regulates manufactured housing standards using the National Fire Protection Association's (NFPA) standard 501 and NFPA's manufactured home installation standard (NFPA 225). Manufactured home structural support and tie - down requirements in Monroe County conform to the Illinois Manufactured Home Tiedown Code (77 IL Adm. Code 870).

School construction in Monroe County adheres to the 2000 Illinois School Code.

Since 1983, Monroe County ordinances require buried power lines for new commercial and residential construction.

The Monroe County Highway Department, the Monroe Rural Electric Cooperative, and the Illinois Power Company have in place routine procedures to manage (cut / prune) trees posing a potential hazard to roadways and electric lines during severe thunderstorms.

Outdoor Warning Siren Systems are operating in the cities of Waterloo and Columbia and in the villages of Valmeyer, Hecker and Maestown. A concept of operations for siren activation is detailed in the Warning / Emergency Information Annex of the Monroe County Emergency Operations Plan.

NOAA weather warning radios are operational at all public and parochial schools, all nursing homes and assisted living facilities, all day care centers and pre - schools and several Monroe County

government agencies, including the Emergency Management Agency.

Emergency generators are installed / operating at the Monroe County Sheriff's Department (911 – PSAP), the Columbia Public Safety Complex (police / fire / ambulance and 911 – PSAP), and the Waterloo Police Department.

The Illinois School Code and the Illinois Department of Child and Family Services mandate recurring fire drills and fire evacuation planning, and tornado protection and evacuation planning for all public and parochial schools and all day care centers. No state guidelines exist for earthquake preparedness.

Harrisonville Telephone Company and American Telephone and Telegraph have in place redundant, diverse – routing, fiber optic lines to insure Emergency 911 PSAP, telephone and internet connectivity during telecommunications outages caused by severe weather.

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B. MITIGATION IMPROVEMENT INITIATIVES:

1. Establish a county – wide, sector – gridded, Storm Spotter Program. OPR: EMA DEADLINE: 1 Dec 2006
2. Work to enroll Monroe County in NOAA's / National Weather Service's Storm Ready Program. The program helps counties improve hazardous weather operations. OPR: EMA DEADLINE: 1 Jun 2007
3. Acquire backup, emergency power for the Monroe County Courthouse's Emergency Operations Center. OPR: EMA DEADLINE: 1 Jun 2007
4. Establish a Property Tax Rebate incentives Program for interlocking, wind – resistant roofing shingles for residential homeowners of Monroe County.
OPR: Assessors Office DEADLINE: 1 Jan 2008
5. Establish and maintain a Community Outreach & Education Program.
This includes:

- a. An EMA web site.
- b. Recurring seasonal safety newspaper articles.
- c. Information on NOAA Weather Warning Radios.
- d. Information on storm – proofing homes, schools and businesses.
- e. Information on surge and lightening protection.

OPR: EMA

DEADLINE: 1 Jun 2007

2. Flood:

A. CURRENT MITIGATION EFFORTS:

The flood of 1993 catalyzed many, far – reaching demographic and policy changes. FEMA acquired / bought – out 85 % of the residences on the Mississippi River flood plane in Monroe County. The village of Valmeyer was relocated off of the flood plane. The net impact has been to depopulate and lower property loss risk for flooding on the American Bottoms.

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Five Levee Districts, overseen by the Monroe County Court, manage the Mississippi River flood plane. District residents are assessed special taxes to maintain their portions of the Mississippi River levee system and to maintain water diversion ditches and pumping stations. The US Army Corps of Engineers (COE) inspects and certifies the levees on a recurring basis. Only Fish Lake levee, in the northern portions of the county near Columbia, is certified as a 100 – year flood capable levee. Thus, construction and development is permitted on this portion of the flood plain.

Monroe County ordinances require any building / construction to be one foot above the Base Flood Elevation determined by FEMA throughout all other flood plane / flood prone portions of the county. In addition, FEMA standards for dry – proofing and /or wet – proofing are required.

FEMA advocates wetlands protection and restoration to serve as practical, natural collection basins for floodwaters. The U.S. Army Corps of Engineers' Upper Mississippi River System Environmental Management Program echoes FEMA's advocacy for wetlands. The Illinois Division of Natural Resources has partnered with the Corps, the U.S. Fish and Wildlife Service, and Ducks Unlimited to restore Kidd Lake Marsh State Natural Area to a viable wetlands. The area is the largest wetlands on Monroe County's Mississippi flood plain.

B. MITIGATION IMPROVEMENT INITIATIVES:

1. Continued strict adherence to flood plane building restrictions.
OPR: Zoning Administrator DEADLINE: Continuous
2. Monroe County endorsement (by proclamation) of the US Army Corps of Engineers and Illinois Division of Natural Resources Kidd Lake Wetlands Restoration Project.
OPR: County Commissioners DEADLINE: Accomplished
3. Community Outreach and Education Programs for flood – proofing and flood protection. OPR: EMA DEADLINE: 1 Jun 2007

3. Earthquake:

A. CURRENT MITIGATION EFFORTS:

IBC 2004 and the 2000 Illinois School Code standards for earthquake mitigation are in effect for all construction in the county. Illinois Department of Transportation standards for road construction are in effect. The American Association of State Highway and Transportation Officials and Federal Highway Administration guidelines for seismic bridge design and seismic retrofitting for old bridges is in effect.

B. MITIGATION IMPROVEMENT INITIATIVES:

1. Establish a Community Outreach and Education Program for earthquake preparedness. This includes:
 - a. School, business, and home guidelines for voluntary, self – surveying of non – structural seismic hazards.

- b. Information on structural seismic retrofitting for homeowners.
- c. Promotion of earthquake insurance for homeowners.
- d. General earthquake safety information.

OPR: EMA

DEADLINE: 1 Jun 2007

- 2. Establish a Property Tax Rebate Incentives Program for seismic structural retrofitting of residential and commercial properties in Monroe County.

OPR: Assessors Office

DEADLINE: 1 Jan 2008

- 3. Incorporate seismic retrofitting of bridges into the Monroe County Transportation Improvement Plan.

OPR: County Engineer

DEADLINE: Accomplished

4. HAZARDOUS MATERIALS:

A. CURRENT MITIGATION EFFORTS:

USC Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986, also known as the Emergency Planning and Community Right - to - Know Act (EPCRA), require facilities that store or use certain Hazardous Materials to report their HAZMAT inventories to state and county authorities. In addition, SARA / EPCRE requires Monroe County to have a Local Emergency Planning Committee to develop and test hazardous material emergency plans and help to oversee hazardous material inventories in the county.

U.S. Environmental Protection Agency (EPA) regulations require development of Risk Management Plans for sites that manufacture, store, or handle Hazardous Material.

The U.S. Department of Transportation administers a labeling and placarding System for First Responders to identify types of hazardous materials being transported along highways, railways, and waterways.

OSHA's Code of Federal Regulations 1910.120 and the Illinois Department of Labor mandate First Level Hazardous Materials Awareness training for all fire, police, and ambulance First Responders.

Monroe County Emergency Management Agency has, in - place, mutual assistance agreements for help with hazardous materials cleanup efforts.

NATIONAL INCIDENT MANAGEMENT SYSTEM / UNIFIED COMMAND

The United States Department of Homeland Security, on 1 March 2004, established the National Incident Management System (NIMS). It is designed to promote standardization and interoperability between Federal, State, and County authorities during disaster and terrorist incidents. NIMS mandates that counties conduct specific planning, training, exercising, equipping and evaluating actions in the interests of preparedness. Monroe County's Emergency Operations Plan, dated April 2003, currently under a biennially required review, and fulfills one half of the NIMS planning requirements. This Monroe County Hazard Mitigation Plan meets the other half of the NIMS planning requirements.

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Unified Command has been developed as a critical component of the Illinois Homeland Security Strategy. It is based upon the principals of incident command as established in the National Incident Management System and is intended to meet the requirements of Homeland Security Presidential Directives (HSPD) 5, 7 and 8.

MUTUAL AID BOX ALARM SYSTEM / ILLINOIS LAW ENFORCEMENT ALARM SYSTEM

Two Illinois mutual aid planning and communications systems promote NIMS - required interoperability guidelines.

1. The Mutual Aid Box Alarm System (MABAS) integrates Fire Departments, Emergency Medical Personnel, Hazmat and Search and Rescue teams.

2. The Illinois Law Enforcement Alarm Box System integrates Federal, State, County and local law enforcement assets.

These systems coordinate all of these resources for:

1. Effective inter – agency incident management.
2. Organizing the operations of a unified command center as established in the National Incident Management System.
3. Defining the roles and responsibilities of various functional areas in a unified command center.
4. Organizing the planning that occurs at various levels in different organizations and agencies.
5. Supporting and coordinating incident command and the emergency operations center.

STARCOM 21

STARCOM 21 is Illinois' proposed 700/800 MHz, trunked, digital, encrypted, voice, public safety radio network. Though the system has been deployed in certain areas of the State, full implementation has not yet been achieved in Southwestern Illinois. The STARCOM 21 system is designed as a statewide communications system; however it may leave communication voids in rural counties, which provide geographic challenges that may prove insurmountable, in areas such as the Ozark Hills of Monroe County.

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A. MITIGATION IMPROVEMENT INITIATIVES:

1. Monroe County's LEPC requires revitalization. EMA housekeeping of records and LEPC exercises are lacking. LEPC bylaws are required.
OPR: EMA DEADLINE: Accomplished
2. All county first responders are not First Level Hazardous Materials Awareness trained. The Monroe County Emergency

Management Agency recommends, supports, and would assist the County's first responders in acquiring this training.

OPRs: All Police, Fire, and Ambulance Chiefs DEADLINE: 1 Jun 2007

3. With a view toward separating HAZMAT industrial / storage sites from other land use areas, Monroe County's comprehensive Planning Committee will mandate buffer zones in the next iteration of the comprehensive plan.
OPR: Zoning Administrator DEADLINE: Accomplished
4. Monroe County, under the lead of the Assessors Office, is fielding a Geographical Information System (GIS), which will database structural information as well as ortho - digital, aerial photographs of all parcels in the county. The infrastructural mapping presentations in this plan are derived products of the new GIS capability. The EMA is developing a module of the system for emergency management use only. This new Geo - Locational Emergency Notification Decision Aid - Monroe County or GLENDAMONROE will provide First Responders with intelligence information on infrastructural features, HAZMAT locations, topographic features, building structures, aerial photography, and limited demographic data for the location to which they are responding. In addition, the locations of citizens with special medical needs or disabilities may voluntarily be included in the GLENDAMONROE data module.
OPR: EMA DEADLINE: 1 Jun 2007
5. The Monroe County Emergency Operations Center does not yet meet the training, exercise, and checklisted procedures / protocols required by NIMS.
OPR: EMA DEADLINE: 1 Jun 2007

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6. Currently, Fire and EMS first responders within Monroe County do not have a reliable means of paging department members in an effort to relay information from the County's Public Safety Communications Centers.

In an attempt to create a solution to this potentially hazardous situation, the Monroe County Emergency Management Agency,

with the assistance of a United States Department of Homeland Security block grant, has obtained a voted VHF repeater system that will provide an affordable and reliable paging network between the public services communication centers and the outlying fire departments in Monroe County. Additional equipment is needed for implementation of an appropriate communications network. The Monroe County Emergency Management Agency will attempt to fully implement the system as additional grants or alternative funding becomes available.

OPR: EMA

DEADLINE: 1 Jun 2008

VI. Plan Maintenance Process:

This plan will be maintained as a permanent appendix to the Basic Plan of Monroe County's Emergency Operations Plan. As such, it will be subject to biennial review, evaluation, and updating by the Monroe County EMA for currency, applicability, and comprehensiveness. In addition, the planning review will be open to public commentary.

More importantly, this plan lays out a concrete, time-phased set of milestones to mitigate Monroe County's hazards. The Monroe County EMA is required to report twice a year to the Monroe County Commissioners on the status of the completion of these taskings.

DIRECTION AND CONTROL ANNEX---ANNEX A

I. PURPOSE

The purpose of this annex is to guideline the processes and procedures that Monroe County will use to direct and control emergency response activities of the government that are essential to saving lives, protecting property, and resorting government services during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

Natural or man-made disasters may occur which would warrant a multi-response group effort. During such an event, the command structure of the entire response effort must be organized and a timely notification of the response groups must be achieved to restore the Monroe County to normalcy. Monroe County is designated a single jurisdiction.

B. Assumptions

1. Mutual aid may be used to augment the jurisdiction's response and recovery.
2. The National Incident Management System (NIMS) will ensure that the appropriate response leader will assume proper command of all response groups without the questioning of that individual's authority.

III. CONCEPT OF OPERATIONS

A. Command Structure

1. The senior emergency response agency individual reporting to

the scene of the emergency and responsible for the majority of emergency actions required to be taken is the Incident Commander.

2. The Emergency Operations Center will be the centralized management center for policy making, coordination, and overall direction of responding forces in large scale emergency situations.

3. The Chief Elected Official (CEO) of the jurisdiction or the Monroe County Emergency Agency Director may direct all response and recovery activities from the Emergency Operations Center.

B. Authorities and Limitations

1. The Incident Commander (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency.

2. The Incident Commander provides overall management at the incident site including public safety and public information actions.

3. The Incident Commander directs, controls and orders resources including people and equipment.

4. When more than one scene is involved, the Incident Commanders coordinate activities with the Emergency Operations Center

5. The Incident Command System concentrates direction and control activities on the field operation of the emergency services organizations that have responded to the scene of an emergency. The Incident Command System uses top-down direction and control structures which includes five functions: Command, Operations, Planning, Logistics, and Finance/Administrations.

C. Notification Procedures

1. Monroe County's 911 PSAP (Public Service Answering Point) or the Monroe County Sheriff or the Columbia Police Departments shall contact the emergency response agencies.

D. Information (See ANNEX E, Disaster Intelligence & Damage Assessment)

1. The Incident Commander shall initiate disaster intelligence gathering upon arrival and relay it to the Emergency Operations Center via any means possible.

2. The Emergency Operations Center shall monitor all public safety frequencies and local commercial broadcast media.

3. The Emergency Operations Center may conduct personal interviews of witnesses to the event.
4. All the emergency representatives at the Emergency Operations Center will review the information collected to analyze pertinent data. Pertinent information will be forwarded tot the Public Information Officer (PIO) and to the Incident Commander.
5. Care must be taken to avoid rumors and misinformation for the general public. Sensitive information should be exchanged via secure means.

E. Emergency Operations Center and Incident Command Post Relationship

1. The Incident Command Post (ICP) is in charge tactical operations.
2. The Emergency Operations Center (EOC) is in charge of strategic operations.
3. The Incident Command Post is responsible to the EOC.

F. Coordination and Communications

1. See the Communications ANNEX B.
2. Cell phones may be used but not be relied on.

G. National Incident Management System (NIMS): Homeland Security Presidential Directive 5 mandates the use of NIMS by all levels of government. The key requirements and features are:

1. The Incident Command Systems (ICS) will be used in all responses to disasters.
2. On single emergency group responses, the ICS may be reduced to only one Incident Commander (IC).
3. If multiple ICs are designated, the Monroe County Emergency Operations Center (EOC) must accomplish all cross-jurisdictional coordination.
4. The ICS structure is modular, scalable, and interactive.
5. The ICS must incorporate measurable objectives, with objectives set by the IC, agreed on by the EOC, and communicated to all responders.

6. The ICS must use common terminology.
7. The IC is responsible, in coordination with the EOC, for expansion of staff and management positions to meet incident requirements.
8. Management by objective will be employed, with the IC's establishment of overall objectives and the IC directing efforts to attain specific, measurable results.
9. The ICS relies on an Incident Action Plan to provide a coherent means of communicating overall objectives.
10. The ICS mandates a manageable span of control at all levels, where supervisors are expected to manage 3 to 7 subordinates only.
11. The EOC, at the request of the IC, will categorize, order, dispatch, track and recover additional resources.
12. An integrated Common Communications Plan is required. See ANNEX B.
13. An IC is established / designated in accordance with paragraph III. A. 1. above. A single IC is designated for incidents that occur within a single jurisdiction with no functional agency overlap or when all parties to a cross-jurisdictional or multi-functional response agree to a single IC.
14. Personnel and equipment respond only when requested or dispatched by the IC or EOC.
15. All responders must report to receive assignments in accordance with procedures established by the IC.
16. Response operations are directed and coordinated as outlined in the Incident Action Plan (IAP). The IC, possibly with the assistance of the EOC, develops the IAP.
17. A Unified Command (UC) is established during incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement. The EOC, in consultation with the Illinois Emergency Management Agency, designates / establishes the UC. The UC staff structure assembles in the EOC or collocates with the Incident Command Post.
 - a. All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident participate in the UC structure.

- b. The UC structure determines overall incident strategies, selects objectives, plans tactical activities, integrates tactical operations, and approves, commits, and makes optimal use of all assigned resources.
- c. Under UC structure, the Planning Section Chief develops the IAP with inputs from ICs' incident(s) objectives. The entire UC structure must approve the IAP.
- d. Under UC structure, the Operations Section Chief directs the tactical implementation of the IAP.
- e. Under UC structure, a Public Information Officer (PIO) must be designated. PIO duties are at paragraph IV. G. below.
- f. Under UC structure, a Safety Officer (SO) must be designated. SO duties are at paragraph IV. H. below.
- g. Under UC structure, the General Staff is organized as follows:
 - (1) An Operations Section (and its designated Chief) is responsible for the management of all incident-related operational activities. The Operations Section's staffing is modular and scalable, and can be subdivided into functional Groups and/or geographical Divisions. Groups and Divisions can be further subdivided into Branches. Further details are provided in the EOC ANNEX O.
 - (2) A Support Section (and its designated Chief) is responsible for the planning, logistical, financial, and administrative activities in support of managing the incident. The Support Section is also modular and scalable, depending on the nature and scope of the incident, with planning, logistics, and finances each becoming separate sections, and possibly each section subdivided into Groups, Divisions and Branches. Further details are provided in the EOC ANNEX O.

18. A Unified Area Command (UAC) is established when it is necessary to oversee the management of multiple incidents over the entire county. UAC structure and function are the same as a UC.

H. Inter-jurisdictional Relationship

- 1. The initial emergency response will, to the maximum extent possible, be by the local jurisdiction.
- 2. Emergency response agencies may enter into mutual aid agreements with other jurisdictions and agencies.

3. Any emergency response agencies requiring mutual aid agreements shall maintain the agreements and shall supply a copy of the agreements to Monroe County Emergency Management Agency for Emergency Operations Center reference.
4. Requests for state resources from Illinois Emergency Management Agency will be made through Monroe County Emergency Management Agency.
5. Requests for federal resources from Federal Emergency Management Agency will be made through Illinois Emergency Management Agency.
6. National Incident Management System procedures and protocols will be employed.

IV. ORGAZATION AND ASSIGNMENTS OF RESPONSIBILITIES

A. Chief Executive Official

1. Activates Emergency Operations Center (full or partial activation), when appropriate.
2. Directs tasked organizations to ensure response personnel report to the appropriate locations (Emergency Operations Center, emergency scene, work center, staging area, etc.) in accordance with the organization's standard operating procedure.
3. When notified, reports to the Emergency Operations Center
4. If appropriate, identifies and establishes contact with the Incident Commanders in the field.
5. Provides overall direction of emergency response operations, until an emergency scene is established and an Incident Commander assumes this responsibility. (For emergency situations that occur with little or no warning, an Incident Commander may already have responded to the scene and taken charge before notification of the Chief Executive Officer)
6. As appropriate, designates an Incident Commander to direct tactical operations.
7. As appropriate, directs implementation of protective actions for public safety.
8. If necessary, directs Emergency Operations Center staff to relocate to the alternate Emergency Operations Center to continue operations.
9. When appropriate, terminates response operations and releases

personnel

B. Fire Department Chiefs

1. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other locations, as appropriate.
2. Identifies an Incident Commander and establishes an Incident Command Post, if appropriate; assigns appropriate personnel to Incident Commander's staff.
3. Performs Incident Commander duties at the emergency scene, if appropriate.
4. Sends a senior representative to the Emergency Operations Center upon the request of the EMA Director or CEO.
5. Notifies the Emergency Operations Center of the situations if the original notification did not come for the Emergency Operations Center.
6. Performs all duties detailed in ANNEX P, Fire Service, of this EOP.

C. Law Enforcement Officers

1. Identifies an Incident Commander and establishes an Incident Command Post if appropriate; assigns appropriate personnel to Incident Command Staff.
2. Performs Incident Command duties at the emergency scene, if appropriate.
3. Notifies the Emergency Operations Center of the situation if the original notification did not come from the Emergency Operations Center.
4. Sends a senior representative to the Emergency Operation Center upon the request of the EMA Director or the CEO.
5. Performs all duties detailed in ANNEX Q, Law Enforcement, of this EOP.

D. Monroe County Emergency Management Agency Director or Deputy Director

1. Immediately notifies the Chief Executive Officer of the significant emergency situations that could affect the jurisdiction. When directed by the Chief Executive Officer, or when circumstances dictate, notifies all tasked organizations, informs them of the situation, and directs them to take the action appropriate for the

situation (report to Emergency Operations Center scene of the emergency, stand by, etc.) in accordance with their organization's standard operating procedure.

2. Activates Emergency Operations Center when directed to do so by the Chief Executive Officer or when the situation warrants such action.

3. Manages Emergency Operations Center/ Alternate EOC resources and directs Emergency Operations Center operations in accordance with ANNEX O of this EOP.

4. Maintains significant events logs in accordance with ANNEX O, EOC, of this EOP.

E. Public Works Coordinator

1. Is designated by the More County highway engineer.

2. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location, as appropriate.

3. Identifies Incident Commander and establishes incident command post, if appropriate; assigns appropriate personnel to incident command staff.

4. Performs Incident Command duties at the emergency scene, if appropriate.

5. Notifies the Emergency Operations Center of the situation if the original notification did not come from the emergency operations center

6. Sends a senior representative to the Emergency Operations Center upon the request of the EMA Director or CEO.

7. Performs all duties detailed in ANNEX R, Public Works, of this EOP.

F. Emergency Medical Services Coordinator

1. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location, as appropriate.

2. Identifies Incident Commander and establishes Incident Command Post, if appropriate. Assigns personnel to incident command staff.

3. Performs Incident Command duties at the emergency scene, if appropriate.

4. Notifies the Emergency Operations Center of the situation if the original notification did not come from the Emergency Operations Center.

5. Sends a senior representative to the Emergency Operations Center upon the request of the EMA Director or CEO.

6. Performs all duties detailed in ANNEX N, Emergency Medical Services, of this EOP.

G. Public Information Officer (PIO)

1. Is designated by the Chief Executive Officer or Incident Commander. Only one incident PIO is designated.

2. When notified, reports to Emergency Operations Center or incident scene as appropriate.

3. Develops accurate and complete information on the incident for both internal and external consumption.

4. The IC or UC approves the release of all incident-related information.

5. Represent and advise the IC or UC on all public information matters.

6. Handles media and public inquiries, emergency public information and warnings, rumor monitoring and response, and media monitoring.

7. Serves as the on-scene link to the Joint Information System (JIS) and as a field PIO to the Joint Information Center (JIC).

8. Performs all duties detailed in ANNEX D, Public Information, of this EOP.

H. Safety Officer (SO)

1. Monitors incident operations and advises the IC / UC on all matters relating to operational safety.

2. Has emergency authority to stop and/or prevent unsafe acts.

I. Health and Medical Coordinator

1. Is assigned by the Bi-County Health Department Administrator.

2. Sends a senior representative to the Emergency Operations Center upon the request of the EMA Director or CEO.
3. Coordinates the public health and non-emergency medical treatment activates of all response organizations.
4. Collects information and damage reports/status of health and medical facilities and equipment to the Emergency Operations Center.
5. Performs all duties detailed in ANNEX H, Health and Medical, of this EOP.

J. Communications Director

1. Is assigned by the Monroe County Emergency Management Agency Director.
2. Reports to the Emergency Operations Center upon the request of the EMA Director or CEO.
3. Performs all duties detailed in ANNEX B, Common Communications Plan, of this EOP.

K. Monroe County Coroner

1. Sends a senior representative to the Emergency Operations Center upon the request of the EMA Director or CEO.
2. Performs all the duties detailed in ANNEX I, Mortuary Services, of this EOP.

L. Mass Care Coordinator

1. Is assigned by the American Red Cross.
2. Reports to the Emergency Operations Center upon the request of the EMA Director or CEO.
3. Performs all duties detailed in ANNEX G, Mass Care, of this EOP.

M. Resource Manager

1. Is assigned by the Monroe County Emergency Management Agency Director.
2. Reports to the Emergency Operations Center upon the request of the EMA Director or CEO.

3. Performs duties in accordance with ANNEX J and ANNEX O of this EOP.

N. Legal Department Representative

1. Is assigned by the State's Attorney.
2. Sends a representative to the Emergency Operations Center upon the request of the EMA Director or CEO.
3. Advises on all legal issues involving the emergency.

O. Bi-County Regional School Superintendent

1. Sends a representative to the Emergency Operations Center upon the request of the EMA Director or CEO.
2. Protects students in school when an emergency situation occurs.
3. Evacuates students, if appropriate.
4. When directed by appropriate authority, closes school facilities and releases students.
5. When directed by appropriate authority, makes school available for use as mass care facilities.
6. Conducts damage assessment of school facilities.

P. Financial Officer

1. Is assigned by the Monroe County Treasurer.
2. Sends a representative to the Emergency Operations Center upon the request of the EMA Director or CEO.
3. Provides the Resource Manager and the Chief Executive Officer summary briefing on status of financial transactions.
4. Maintains records of all financial transactions during response operations.
5. Handles all procurement requests initiated by response organizations.
6. Established a procedure for the jurisdiction to accept "cash donations", where stature permits such action; however, jurisdictions may wish to avoid competing with non- profit organizations' efforts to fund their activates.

7. Becomes familiar with the protocol and procedures required by the Stafford Act that are applicable to reimbursing the jurisdiction for eligible associated with presidentially declared disasters.

8. Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the jurisdiction during the emergency situations.

Q. The Illinois National Guard may provide personnel and equipment to support direction and control actions at the scene and/or the Emergency Operations Center (at the direction of the Governor of the State of Illinois.).

R. Volunteer and Non-Government Organizations

1. Amateur Radio Operators

a. Upon the request of the EMA Communications Director or EMA Director, sends representatives to the Emergency Operations Center, if appropriate.

b. Provides emergency communications for emergency response agencies and the Emergency Operations Center as directed.

c. Provides weather spotters during severe weather.

2. The Salvation Army

a. Sends a representative to the Emergency Operations Center upon the request of the EMA Director or CEO.

b. Assists with mass mobile feeding

c. Coordinates the warehousing and distribution of donated goods.

S. Utility Companies

1. When notified of an emergency situation, sends a representative to the Emergency Operations Center, if appropriate.

T. County Veterinarian

1. Upon the request of the EMA Director or CEO, reports to the Emergency Operations Center.

2. Performs all the duties detailed in ANNEX U, Animal Emergencies, of this EOP.

U. Other willing organizations, agencies, businesses and individual citizens may be asked to provide support to disaster response and recovery operations.

V. All Tasked Organizations

1. Activate their own control center to support and facilitate their organization's response activities if required.
2. If appropriate, send a representative to the Emergency Operations Center upon request.
3. Establish a procedure to identify damage to organizational resources and facilities, and report to the Emergency Operations Center such as:
 - a. Emergency service facilities and equipment (fire stations; police stations; custodial facilities, such as jails and juvenile detention centers, hospitals, and other health care facilities; rescue squads; public works facilities, etc.)
 - b. Communication networks (telephones, emergency service radio systems, repeater sites and base stations, television and radio stations, etc.)
 - c. Water supply systems/facilities, to include wastewater treatment.
 - d. Utilities (power plants, substations, power lines, etc.)
 - e. Transportation networks (roads, bridges, airports, rail terminals.)
 - f. Homes, businesses, public facilities, etc.
4. Where appropriate, ensure that organizations staff member(s) tasked to work in the Emergency Operations Center during emergencies have the authority to commit resources and set policies.
5. Provide support to the Incident Commander(s), as required.
6. Coordinate with the Public Information Officer and clear press releases with the Chief Executive Officer before releasing information to the media for public consumption.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. All agencies tasked in this ANNEX will keep record of all expenditures and obligations during emergency conditions and make reports in accordance with the Finance Officer's instructions.
2. Local municipal governments shall submit situation reports to the Emergency Operations Center upon request.
3. Monroe County Emergency Management Agency (EMA) will provide the Illinois Emergency Management Agency situation reports.
4. ICS forms and reporting methods will be employed.

B. Logistics: See the Logistics sections of each ANNEX in this EOP.

VI. ADDRESS OF EMERGENCY OPERATIONS CENTER AND OTHER DIRECTION AND CONTROL FACILITIES (See Appendix A)

VII. SUCCESSION OF COMMAND (See Appendix B)

VIII. DEVELOPMENT AND MAINTENANCE OF THE DIRECTION AND CONTROL ANNEX

A. The responsibility for revisions, keeping attachments current, and developing necessary documents for this annex belongs to the Monroe County Emergency Management Agency.

B. The responsibility for revisions and maintaining standard operating procedures belongs to the emergency response agencies.

IX. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Act (20 ILCS 3305/1, January 1.2002).

C. The Federal Civil Defense Act of 1950 as adopted by the Monroe County Board of Commissioners.

D. The Federal Emergency Management Act of 2000

E. Department of Homeland Security Presidential Directive 5

F. Department of Homeland Security National Response Plan

VI. APPENDICES

A. Addresses of Emergency Operations Center and Other Directions and Control Facilities

B. Line of Succession

APPENDIX A

ADDRESSES OF EMERGENCY OPERATION CENTER AND OTHER DIRECTION AND CONTROL FACILITIES

Government

Monroe County Courthouse
100 South Main Street
Waterloo, Illinois 62298
(618) 939-8681 Ext. 214

Monroe County EMA office
100 South Main Street
Waterloo, Illinois 62298 (618) 939-5048 or
939-8681 EXT 231,521
EOC locations: Courthouse in Waterloo,
Illinois Room 14 on basement level

Columbia Fire Department
1020 North Main Street
Columbia, Illinois 62236
(618) 281- 7144 Ext. 432

Hecker Fire Department
Route 159
Hecker, Illinois 62248
(618) 473-2211

Maeystown Fire Department
Maeystown Road
Maeystown, Illinois 62256
(618) 939-8651

Law Enforcement

Monroe County Sheriff's Department
225 East Third Street
Waterloo, Illinois 62298
(618) 939-8681 EXT 235 or 236

Columbia City Police Department
1020 North Main Street
Columbia, Illinois 62236
(618) 281-5151 or 281-6644

Waterloo Police Department
104 West Fourth Street
Waterloo Illinois 62298
(618) 939-8651

Valmeyer Police Department
626 South Meyer Avenue
Valmeyer Illinois 62295

Valmeyer Fire Department
626 South Meyer Avenue
Valmeyer, Illinois 62295
(618) 939-8651

Waterloo Fire Department
223 North Main Street
Waterloo, Illinois 62298
(618) 939 8009

Prairie du Rocher Fire Department
701 Bluff Road
Prairie du Rocher Illinois 62277
(618) 826 5454

Red Bud Fire Department
P.O. Box 33
Red Bud Illinois 62278

Ambulance Services

Monroe County Ambulance Service
901 Illinois Avenue
Waterloo Illinois 62298
(618) 939-6175

Columbia Ambulance Service
1020 North Main Street
Columbia Illinois 62236
(618) 281-4163

New Athens Fire Department
608 South East Street
New Athens Illinois 62264
(618) 277-3500

APPENDIX B.

LINES OF SUCCESSION

A. Line of succession for the Monroe County Sheriff's Department will be

1. Monroe County Sheriff
2. Monroe County Chief Deputy Sheriff
3. Designee of Monroe Count Sheriff

B. The line of succession for the Emergency Management Agency if the Director is not available for the emergency operations will be:

1. Emergency Management Agency Deputy Director
2. Monroe County Board of Commissioners Chairman
3. Alternate County Commissioner

C. The line of succession for Fire Protection Districts will be:

1. Fire Chief
2. Assistant Fire Chief
3. Fire Chief's Designee

D. The line of succession for all Monroe County Emergency Response Organizations will be:

1. Department Head
2. Assistant Department Head
3. Department Head Designee

COMMON COMMUNICATION PLAN—ANNEX B

I. PURPOSE

This annex provides an incident-based communications plan for Monroe County's emergency agencies to manage a disaster or emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation: Critical information sharing between emergency agencies, with a goal to create one common operating picture, is absolutely essential.

B. Assumptions

1. A large scale disaster will require additional communications support and communications equipment well beyond the capabilities of this jurisdiction.
2. Communications voids in the bluffslands portion of the county will present formidable connectivity challenges for emergency agencies until a voted VHF repeater system is established.
3. A large scale disaster will disrupt many or most communications networks.

III. CONCEPT OF OPERATIONS

A. Emergency notification communications networks:

1. The Monroe County Sheriff's Department and Columbia Police Department dispatchers operate the county's 24/7 Primary Service Answering Point (PSAP), emergency 911 telephone service. The Sheriff Department serves as the primary PSAP; Columbia Police is the backup.
2. All Emergency Medical Services and Fire Services personnel in the county are equipped with two-tone VHF paging systems implemented by the PSAPs.
3. Law Enforcement officers, on-duty, are notified via radio communications. Off-duty officers are notified, as required, by telephone / cell phone / pagers.
4. EMA / EOC personnel are notified by telephone / cell phone / pagers.
5. Public Works personnel are notified by telephone / cell phone / pagers.

B. Emergency radio communications networks:

1. The Monroe County Sheriff Department's 155.190 MHz frequency serves as the primary communications channel for all disaster management activities. All police, fire, EMS, and EMA/ EOC agencies in the county will operate on this frequency.
2. EMS ambulances are also assigned 155.160 MHz and 155.340 MHz for connectivity between ambulances and hospitals.
3. Fire brigades are assigned 154.190 MHz and 154.265 MHz for inter-departmental connectivity.
4. The Monroe County Highway Department / Public Works operates on 45.48 MHz and 45.44 MHz.
5. Monroe County's PL tone is 167.900 MHz.
6. The Illinois State Emergency Operations Center operates on 45.44 MHz, 45.56 MHz, and 155.025 MHz.
7. Monroe County's Amateur Radio (HAM) personnel operate on 444.700 MHz, 147.120 MHz, and 145.110 MHz.
8. The Monroe County Emergency Operations Center (EOC) is equipped to operate on all of the above frequencies.

C. Emergency telephone networks:

1. All emergency agencies' offices and work centers in the county are equipped with T-1, land-line telephone capabilities.
2. Emergency agencies' personnel have cell phones.

D. Emergency internet networks:

1. All emergency agencies' offices and work centers in the county have internet access.
2. The Monroe County EOC has secure internet messaging connectivity with the Illinois State EOC and neighboring regional EOCs via the

EMnet.

E. Emergency Operations Center's Communications Section:

(See Appendix D)

1. The Radio Control Center maintains radio connectivity with IC(s), ICP (s), the UC, the State EOC, and all responding agencies to facilitate emergency management actions and requirements.

2. A HAM / Amateur Radio Bank may augment the EOC to expand radio communications capabilities.

3. A Public Telephone Answering Bank may be established in the EOC to answer public queries about the emergency / disaster.

F. COMMUNICATIONS SECURITY:

1. Large-scale disasters or sensitive disaster-related information may preclude the use of unsecure radio or telephone communications in order to not alarm the public and control rumors.

2. The IC, UC, CEO, or EMA Director may direct that some communications be conducted only by secure means.

G. All emergency agencies must employ common terminology for communications.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Monroe County Emergency Management Agency Director will designate a Communications Director and Deputy Communications Director.

B. The EMA Communications Director will:

1. Activate the communications section of the Emergency Operations Center upon the request of the CEO or EMA Director.

2. Implement emergency communication procedures.

3. Insure the communications section of the Emergency Operations Center has the capability to sustain operations around the clock.

4. Manage the emergency Communications Section in the Emergency Operations Center and supervise the personnel (radio, telephone, repair crews, runners, etc.) assigned to it.

5. Support media center communication operations, as needed.

6. Develop certification and training procedures for all personnel

who work in the Communications Section.

7. Develop plans, processes, and procedures for the use of information management technologies to tie together command, tactical, and supporting units.

8. Develop protocols, processes, and standard operating procedures for EOC Communications Section operations.

9. Develop and maintain emergency personnel contact rosters.

10. Maintain the currency of this ANNEX of the EOP.

C. The Telecommunication Operators (Emergency Management Agency Volunteers, Amateur Radio Operators) will:

1. When notified, report to the Emergency Operations Center; staff the communications section, and operate assigned communications equipment.

2. Follow established procedures and radio protocol for voice transmissions and message handling.

3. Screen and log information when appropriate, and route incoming calls to the appropriate section in the Emergency Operation Center.

D. The Monroe County Sheriff's Department will perform the duties detailed in ANNEX Q, Law Enforcement, of this EOP.

V. ADMINISTRATION AND LOGISTICS

A. Administration: ICS forms and reports are required.

B. Logistics

1. A communications agreement with Harrisonville Telephone Company establishes and maintains two 911 PSAPs (Public Service Answering Points).

2. All emergency response agencies shall be responsible for the repair and/or replacement of their communications equipment.

VI. DEVELOPMENT AND MAINTENANCE OF COMMUNICATIONS ANNEX

A. The responsibility for revisions, keeping attachments current, and developing necessary documents for this annex belongs to Monroe County Emergency Management Agency Communications Director.

B. The responsibility for maintaining Standard Operating Procedures for communications practices belongs to the emergency response agencies.

VII. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Act (20 ILCS 3305/1, January 1, 2002).

C. The Federal Civil Defense Act of 1950 as adopted by the Monroe County Board of Commissioners.

VIII. APPENDICES

A. Pre-Emergency Operations Checklist.

B. Response Operations Checklist.

C. Recovery Operations Checklist.

D. Communications Section Organization

APPENDIX A.

PRE-EMERGENCY OPERATIONS CHECKLIST

1. Analyze communication needs.
2. Train assigned communications staff and volunteer augmenters to perform emergency functions.
3. Test, maintain, and repair communication equipment.
4. Identify public, private, and voluntary organizations that can augment.
5. Develop, review and update emergency personnel alerting rosters.
6. Update Communications Annex, as necessary
7. Negotiate, coordinate, and prepare mutual aid agreements, as necessary.
8. Develop and maintain protocols, processes, and standard operating procedures for EOC Communications Section operations.

APPENDIX B

RESPONSE OPERATIONS CHECKLIST

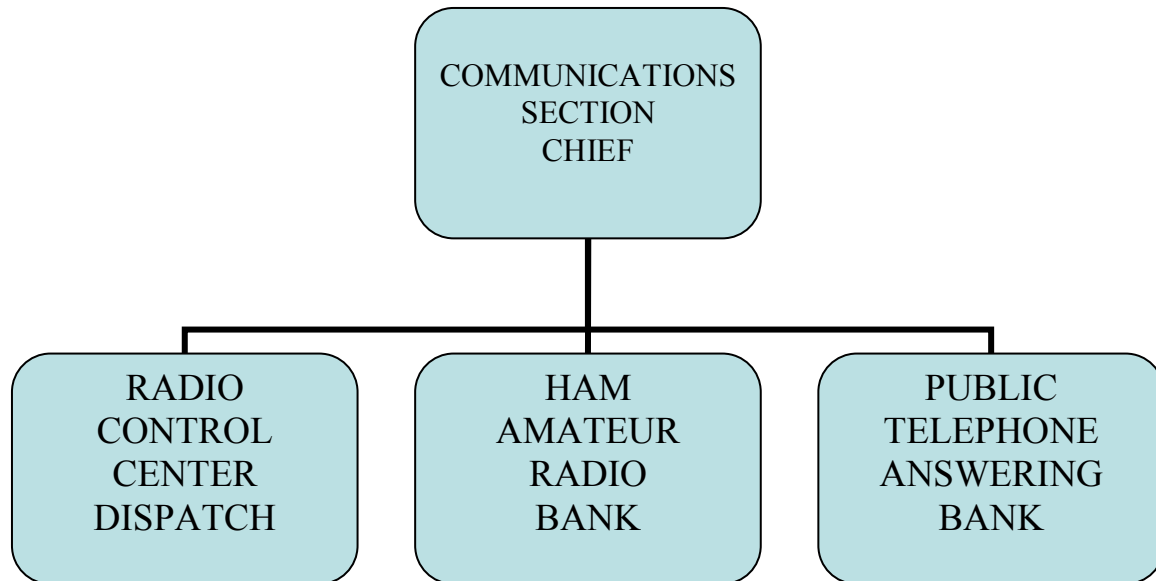
1. Initiate Emergency Operations Center on-line procedures.
2. Alert emergency services agencies to the emergency.
3. Alert key government officials to the emergency.
4. Work with the Public Information Officer (PIO) to disseminate pertinent information to the public and media.
5. Provide information to special locations (school, hospitals, nursing homes, major industries, and places of public assembly).
6. Provide information for the hearing impaired, if applicable
7. Request communications assistance from amateur radio operators, if required.
8. Consult Public Information Annex for more information.

APPENDIX C

RECOVERY CHECKLIST

1. Maintain emergency communication operations as long as necessary.
2. Repair/maintain equipment.
3. Release unneeded personnel.
4. Support cleanup and recovery operations during disaster events.

APPENDIX D. COMMUNICATIONS SECTION ORGANIZATION



Warning / Emergency Information - - Annex C

I. PURPOSE

This annex describes how the public will be warned and instructed on actual or threatened emergencies and hazards.

II. SITUATIONS AND ASSUMPTIONS

A. Situations: Monroe County may experience emergencies and hazards, with little notice and lead time, which require warning the public.

B. Assumptions:

1. Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.
2. Special needs groups such as the hearing impaired, sight impaired, physically disabled, or institutionalized (e.g., in mental facilities, jails/prisons/detention facilities, etc.) require special attention to ensure a workable warning system is established
3. Emergency response agencies, such as the fire and police, may be called upon to help warn the public.
4. Radio/Television stations will be willing to issue warning announcements.
5. Where available, National Oceanic and Atmospheric Administration (NOAA) Weather Warning Radios provide optimal warning services.
6. An organized and redundant public warning system will save lives and property.

III. CONCEPT OF OPERATIONS

A. Warning Systems: Monroe County has eight public warning systems / mechanisms, none of which are guaranteed to warn all of Monroe County's residents:

1. Outdoor Warning Sirens are operating in Waterloo, Columbia, Hecker, and Valmeyer. They can be heard, particularly if you are outside, from 2

mile distance. A single tone warning signal is sounded for all warnings. No “all clear” tones are given.

2. National Oceanic and Atmospheric Administration (NOAA) Weather Warning Radios, with programmable Specific Area Message Encoding allowing warning notifications to Monroe County only, have been fielded to many county locations:

a. All public and private schools, pre-schools, day care centers, nursing homes, assisted-living facilities, scout and church camps, the Fair Grounds, as well as the Primary and Secondary PSAP-emergency 911 dispatch centers and the EMA EOC have NOAA Weather Warning Radios.

b. County residents, particularly rural residents, are encouraged to purchase NOAA Weather Warning Radios.

3. Commercial Radio Stations KMOX – AM 1120 KHz and KTRS-AM 550 KHz, which broadcast within Monroe County, can be requested to make emergency and warning announcements for the county.

4. Commercial cable television over-ride systems can be activated to alert and warn some residents in the Columbia and Waterloo portions of the county. Commercial television stations will broadcast warning announcements.

5. The E-Independent, e-mail newspaper, reaching approximately 4,000 county households, can be used to warn a portion of the public.

6. Emergency agency’s service vehicles with public address systems can be used to broadcast emergency information in limited geographic areas.

7. Telephones can be used to notify small groups in a time-consuming process.

8. Door-to door notification, in an isolated area, with few residents, in a slowly-developing situation, can be used to warn citizens.

B. Activating Warning Systems:

1. Monroe County’s 911 PSAPs, the Sheriff and Columbia police dispatch centers, have the primary authority to activate warning sirens, notify the St. Louis National Weather Service office to activate a NOAA Weather Warning Radio public warning, and notify commercial radio and television stations to broadcast warnings.

2. The Monroe County EMA Director and Deputy Director have the authority to activate warning sirens, notify the St. Louis National Weather Service office to activate a NOAA Weather Warning Radio public warning, notify commercial radio and television stations to broadcast Warnings, notify the E-Independent to transmit warnings, and through the General Staff structure of the Emergency Operations Center, coordinate the necessity for public warnings through emergency vehicle public address systems, targeted telephonic warnings, and door-to-door notifications.

3. Municipal authorities (CEOs, EMAs, and Fire Chiefs) in Columbia, Waterloo, Hecker, and Valmeyer may sound their own warning sirens as conditions require.

4. Industrial complexes and transportation services that use, produce, store or transport hazardous materials are required under USC Title III, the Superfund Amendments and Reauthorization Act, to immediately alert the 911 Public Service Answering Points or Emergency Operations Center when an emergency situation involving hazardous material occurs. Any warning, if necessary, will be instituted by 911 Public Service Answering Points or the Emergency Operations Center, or Monroe County Emergency Management.

IV. ORGANIZATION OF ASSIGNMENT OF RESPONSIBILITIES

A. Chief Elected Official (CEO)

1. Specifies who has authority to order activation of warning systems.
2. Designates the Monroe County EMA Director the county's Warning Coordinator.

B. The 911 PSAPs, the Monroe County Sheriff's and Columbia police dispatch centers, serve as primary warning activation centers. In cases where warnings are needed beyond sounding sirens, they will immediately notify the EMA Director and Deputy Director and continue to activate additional warning systems as required (NOAA Weather Warning Radio and commercial radio and television broadcast requests) until the EMA Director stands-up the EOC.

C. The EMA Director, Deputy Director

1. When notified of an emergency situation requiring large-scale or multiple public warnings, reports to the Emergency Operations Center.

2. Takes over requirements for activating public warning systems and canceling warnings..

3. Works with the Public Information Officer (PIO) to ensure pertinent warning information is provided to the print media for distribution to the public.

4. As a part of mitigation and preparedness responsibilities, provides public outreach and education on public warning procedures and policies, to include public purchase of NOAA Weather warning Radios.

D. Fire Departments will assist with warning siren activation as required and will assist with emergency vehicle public address system and door-to-door notifications as appropriate. See ANNEX P, Fire Service.

E. Police and Sheriff Departments will operate the 911 PSAP dispatch functions, activate warnings as required, assist with emergency vehicle public address systems as needed, and help with door-to-door notifications as appropriate.
See ANNEX Q, Law Enforcement.

F. All Tasked Organizations

1. Upon receipt of a warning message or signal, should initiate internal organization notification actions to:

a. Alert employees and volunteer augmenters assigned emergency response duties to the emergency situations

b. Should as appropriate to the situation:

1) suspend or curtail normal business activities

2) recall essential off-duty employees.

3) send non-critical employees home.

4) evacuate the organization's facilities

2. If appropriate, augment the Emergency Operations Center's effort to warn the public through the use of vehicles equipped with public address systems, sirens, employees going door to door, etc.

V. ADMINISTRATION AND LOGISTICS

A. Administration: Normal, See Appendix A to this Annex.

B. Logistics

1. Monroe County 911 Public Service Answering Points will test warning sirens at the request of the Emergency Management Agency Director; Monroe County 911 tests fire department pagers every Monday night. Fire departments wishing to test their siren shall notify the 911 Public Service Answering Points.
2. Fire Protection districts will be responsible for maintaining, repair, and/or replacement of damage warning siren equipment.
3. Mutual agreements concerning warning systems are summarized at Appendix C , Basic Plan, of this EOP.

VI. DEVELOPMENT AND MAINTENANCE OF WARNINGS ANNEX

1. The Monroe County EMA Director is responsible for developing and keeping current this Annex.
2. The responsibility for maintaining standard operating procedures to activate warning systems through the 911 PSAPs rests with the Sheriff and Columbia Police Departments.

VII. AUTHORITIES AND REFERENCES

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- B. The Illinois Emergency Management Act (20 ILCS 3305/1, January 1, 2002).
- C. The Federal Civil Defense Act of 1950 as adopted by the Monroe County Board of Commissioners.
- D. USC Title III, Superfund Amendments and Reauthorization Act (SARA) of 1986.

PUBLIC INFORMATION - - ANNEX D

I. PURPOSE

The purpose of this annex is to establish the plans, processes, and procedures to provide timely, accurate and useful information and instructions to the public in an emergency.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. Monroe County has the potential to experience a major emergency or disaster.
2. The public needs information regarding actions to be taken to minimize the loss of life and property.
3. The media will provide a means of disseminating emergency information to the public.
4. Government officials will provide accurate and complete information and cooperate with the media to the extent possible.
5. The principle means by which the public would be informed of potential threats to their health and safety would be disseminated by television, radio, cable outlets, also newspaper, vehicle-mounted public address systems and door-to-door notification.

B. Assumptions

1. During an emergency the public will want information on proper survival/response actions to take.
2. The media will demand information about the situation.
3. The number of media personnel responding to the emergency will depend on the magnitude.
4. The local media will usually cooperate with officials in disseminating information to the public.
5. The general public will turn to local and area media resources as sources of information and guidance.

III. CONCEPTS OF OPERATIONS

- A. The Monroe County Emergency Management Agency Director will initiate an awareness program to inform the public of potential hazards and appropriate actions to take.
- B. During the response and recovery phases of a major emergency/disaster situation, a Public Information Officer, pre-designated by the CEO, will see that information is disseminated to the public by any means necessary (radio, television, print, etc.). The Public Information Officer will work out of a designated information office, normally the EOC, which will serve as the official point of contact for the media during the emergency.
- C. Response organizations will coordinate information with the Public Information Officer and clear all press releases with the Incident Commander or Unified Command before releasing information to the media for public consumption. The Public Information Officer shall also arrange to obtain information from the private sector and voluntary organizations engaged in response and recovery efforts. Information of a technical nature shall be obtained from the appropriate local, state, or federal government or private sector agency.
- D. The above mentioned procedures are intended to provide for the complete and accurate dissemination of information.
- E. The Public Information Officer will manage the public information operations of the Monroe County Emergency Operations Center (EOC), advise decision-makers and coordinate public information efforts. News conferences should be scheduled as appropriate to inform the media of developments.
- F. Information regarding the status of injured or missing persons, location of damaged/restricted areas, and emergency welfare services, shall be coordinated with the appropriate response agency. Information concerning the deceased shall be released by the Monroe County Coroner or the hospital.
- G. Mutual agreements with the media for the dissemination of emergency public information are summarized at Appendix C, Basic Plan, of this EOP.
- H. The Public Information Officer will as soon as possible start dissemination of information to the public, and also receive public inquiry through the public information office. The Public Information Officer will monitor the news media, and immediately act to quell any rumors.
- I. The establishment of a public information center will be given top priority so citizens and the news media, can obtain immediate information on the incident.

J. Internal Coordination & Control Measures:

1. The Public Information Officer and designated alternate will be appointed by the CEO or Incident Commander and shall report to the Monroe County EOC when activated.
2. No government employee, elected official, or emergency response group member will talk to the media unless given specified authority to do so by the Public Information Officer, CEO, EMA Director, or Incident Commander.
3. The Emergency Operations Center will be the primary location for press briefings, public information office, for emergency public information management. Other locations may be used if deemed necessary.
4. Briefings by Incident Commander to the Public Information Officer should begin immediately at the onset of the event. Prior to media interviews, the Public Information Officer shall be briefed by Incident Commander, the CEO, and the EMA Director.
5. General guidelines for media coverage:
 - a) Law enforcement will not allow the media to interfere with emergency response group duties.
 - b) The Public Information Officer will designate an area reserved for media vehicles and equipment.
 - c) All media personnel must wear photo identifications unless they are locally recognized media representatives.
 - d) Media personnel must obtain permission from the Incident Commander before entering an incident area.

K. Cross-jurisdictional Coordination:

1. The local village or city public information officers will relinquish their duties to the Monroe County PIO.
2. In accordance with the National Response Plan, a Joint Information System / Joint Information Center may be established. In such cases, the Monroe County PIO will become a supporting link to the JIC.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Elected Official (CEO)

1. Designates a Public Information Officer and Deputy.
2. Gives final approval to release of emergency instruction and information, or delegates, function to Public Information Officer.

B. Public Information Officer and Deputy Public Information Officer:

1. Are pre-designated by the CEO.
2. Report to the ICP or EOC when notified by the IC, UC, EMA, or CEO.
3. Manage all aspects of emergency public information on behalf of the CEO.
4. Ensure timely preparation of emergency public information materials and their dissemination.
5. Represent and advise the IC, UC, and CEO on all public information matters related to the incident.
6. Handle functions related to coordinate, clear with appropriate authorities, and disseminate accurate and timely information related to the incident, including: media and public inquiries, emergency public information and warnings, rumor monitoring and response, and media monitoring.
7. Coordinate public information at or near the incident site.
8. Serve as on-scene link to the Joint Information System and field PIO to the Joint Information Center if applicable.

C. EMA Director

1. Advises CEO on when disseminate emergency instructions to the public.
2. Assists the Public Information Officer with news releases and rumor control.
3. Prepared and distributes to the Public Information Officer, materials that describe the health risks associated with each hazard, the

appropriate self-help or first aid actions, and other appropriate survival measures.

4. Prepares and distributes to the Public Information Officers, instructions and information on emergency / incident operational activities that the public needs to know.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. All Incident Commanders and emergency response groups should inform the Public Information Officer of any significant event in a timely manner.
2. Information which may cause distress, panic or may fuel rumors should be relayed to the Public Information Office with telephone, (not cell phones or cordless phones) written messages or personal contact
3. The Public Information Officer will give hourly reports to all ICs, UCs, and EMA Director.
4. The Public Information Officer will submit press coverage summaries, public reactions and concerns twice daily to the CEO.
5. The Public Information Officer will submit a chronology of events to the CEO and EMA Director at the end of the incident.

B. Logistics: Normal

VI DEVELOPMENT AND MAINTENANCE OF PUBLIC INFORMATION ANNEX

Monroe County EMA is responsible for maintaining this Annex.

VI. AUTHORITIES AND REFERENCES

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- B. The Illinois Emergency Management Act (20 ILCS 3305/1, January 1, 2002).
- C. The Federal Civil Defense Act of 1950 as adopted by the Monroe County Board of Commissioners.

D. The Federal Response Plan (FRP), the American Red Cross and Emergency Support Function 6 (ESF-6), Disaster Welfare Information (DWI) System.

E. The Department of Homeland Security National Response Plan.

VII SUCCESSION OF COMMAND

1. Public Information Officer.
2. Deputy Public Information Officer.
3. A Public Information Officer Designee.

VIV. APPENDICES

- A. Pre-emergency Operations Checklist.
- B. Response Operations Check-list.
- C. Recovery Operations Checklist.
- D. Local Media Outlets.

APPENDIX A.

PRE-EMERGENCY OPERATIONS CHECKLIST

1. Designate a Public Information Officer and Deputy.
2. Develop a disaster preparedness program.
3. Develop the local emergency warning / alert system.
4. Train public information staff and volunteer augmenters to perform public information emergency functions.
5. Establish a procedure for acknowledging and authenticating information reports.
6. Prepare emergency information packets for release during emergencies and distribute pertinent materials to the media.
7. Negotiate, coordinate, and prepare mutual aid agreements, if necessary.
8. Prepare materials for the visually impaired and Non-English speaking groups, if necessary.
9. Update public information annex as necessary.

APPENDIX B.

RESPONSE OPERATIONS CHECKLIST

1. For emergencies with ample lead time—a forecasted event:

- a) Coordinate with CEO, EMA Director, Evacuation Coordinator, Mass Care Coordinator, and Warning Coordinator to determine status of plans and timing of actions.
- b) Establish and main contact with media. Provide preparedness information and any instructions, as cleared by the CEO.
- c) Arrange for accelerated printing of camera-ready emergency public information (EPI) material (e.g., evacuation instruction/maps and Family Protection Programs leaflets), if needed to supplement/restock existing print material.
- d) Ensure distribution of printed material to broadcast media, to preselected locations (e.g. grocery stores), and/or via newspaper.
- e) Monitor Media.
- f) Augment public injury and/or media relations staffs, if needed. Set up any additional facilities for Emergency Public Information operations (e.g., separate telephone bank or media center) with support from the communication coordinator.
- g) Message content-the following is a suggested, but not limited to general content for a forecasted event.
 - a. Hazard.
 - b. Estimated area and time of impact.
 - c. Property protection measure (e.g., sandbagging, taping windows).
 - d. Disaster supply kit for surviving 72 hours.

- e. Evacuation instruction (departure time, routes, mass care facility locations, etc.), if feasible to evacuate.
- f. Instructions on how to protect and care for young children, pregnant women, and senior citizens.
- g. Instruction on how to protect and care for companion and farm animals (location of animal shelters, provisions and requirements-e.g., use of leashes or cages-for transport of companion animals, etc.)
- h. Other “do’s and don’t’s” if not feasible to evacuate, such as stay indoors, close all doors and windows, etc.
- i. How and how often Monroe County government will be in touch with the public during the emergency.
- j. Establish telephone numbers for public inquiry.
- k. Hold Press Conferences as required

2. For emergencies with limited lead time and warning:

- a. Coordinate with CEO, EMA Director and Evacuation Coordinator to determine what protective action will be taken, limited evacuation or in place shelter.
- b. Complete “standby” Emergency Public Information instructions with particulars of the event. Coordinate with warning coordinator to ensure warning system (e.g., route alerting, door-to-door canvassing) is activated and ensure emergency public information is being disseminated.
- c. Contact media to repeat and update initial warning and provide Emergency Public Information contact name(s) and telephone number(s).
- d. Monitor media.
- e. Message Content: the following is a suggested, but not limited to, general content for a limited warning event.

1) Hazard; kind or risk posed to people and property.

2) Area at risk and predicted time of impact.

3) Protective action instructions. These may address specific groups (e.g., parents with school children in the area) as well as the general public.

4) What government is doing or will do.

5) How and how often government will be in touch with the public during the emergency.

3. After Impact: the following are, but not limited to, Emergency Public Information actions that may be taken after the emergency.

a. Establish and maintain contact with media. Provide information and any instructions, as cleared by the CEO or his/hers designee.

b. Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct rumors.

c. Augment public injury and/or media relations staffs, if needed. Set up any additional facilities for Emergency Public Information operations (e.g., separate telephone back or media center) with support from the communications coordinator.

d. Arrange for printing of camera-ready Emergency Public Information material (e.g., Family Protection Program leaflets and health and safety instructions), if needed.

e. Ensure distribution of printed material to broadcast media, to preselected locations (e.g., grocery stores) to volunteer groups or other response and recovery personnel that may go into residential areas, and/or via newspaper.

f. Compile chronology of events.

g. Message Content : the following is a suggested, but not limited to, general content for a limited warning event.

1. Current situation assessment.

2. Current government actions.

3. Survival instruction (for those affected or still potentially affected).

4. How/where to get what help for companion and farm animals.

5. Health hazards information.

6. How/where to get help for companion and farm animals.

7. Restricted areas (for those not affected).

8. Telephone number for inquiries regarding survivors.

9. What to do and whom to contact in order to offer help.

10. Telephone number for donation offers and inquiries, accompanied by donation policy (send money and make check payable to Monroe County Treasurer, critical needs include food but please don't send clothes, package donation such and such way.)

11. How and how often government will be in touch with public during the emergency.

12. Instruction for evacuees to return home.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

- 1.Support cleanup and recovery operations during disaster events.
2. Continue public information programs.
3. Compile a chronological record of events.
- 4.Assess effectiveness of information and education programs

APPENDIX D.

LOCAL MEDIA OUTLETS

Newspapers

Belleville News-Democrat 120 South, Illinois Street Belleville, Illinois 62222
1-618-234-1000 Fax 1-618-235-0556

Cahokia-Dupo Herald 713 Range Lane Cahokia, Illinois
1-618-337-7300

Clarion (Suburban) Journal 212 West Locust Columbia, Illinois
618-281-7691 Or 618-939-3467

Monroe County Independent 120 N Main Columbia, Illinois
618-281-8000

North County News 124 South Main St. Red Bud, Illinois
618-282-3803

St. Louis Post Dispatch 900 N. Tucker Blvd. St. Louis Mo. 63101
1-314-340-8222

Waterloo Republic Times 114 North Main Street Waterloo, Illinois
939-3814

Television Stations

KDNL-TV (ABC) CHANNEL 30 1245 Cole St. Louis, Mo
314-436-3030

KETC-TV (PBS) CHANNEL 9 6996 Millbrook Blvd. St. Louis, MO
314-512-9000

KMOV-TV (CBS) CHANNEL 4 1 Memorial Drive St. Louis, Mo 63102
314-621-4444 or 314-444-6333 Fax: 314-621-4775

KSDK-TV (NBC) CHANNEL 5 1000 Market St. St. Louis, MO 63101
314-421-5055

KTVI-TV (FOX) CHANNEL 2 5915 Berrthold St. Louis, MO 63110
314-647-2222 Fax: 314-647-8960

Radio Stations

KMOX AM 1 Memorial Drive St. Louis, Mo. 314-621-2345

WIL FM 11647 Olive Blvd St. Louis, MO 618-399-9230

KTRS AM 638 West Port Plaza St. Louis, MO 314-969-5877

DISASTER INTELLIGENCE / DAMAGE ASSESSMENT - - ANNEX E

I. PURPOSE

This annex describes the processes, procedures, plans and means that Monroe County will use identify, collect, analyze and disseminate information and intelligence on the extent and impact of a disaster.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Monroe County has the potential to experience damages caused by a major emergency/disaster.
2. A planned procedure for intelligence analysis and damage assessment is necessary for effective response and recovery operations.
3. Information and intelligence about an emergency or disaster must be appropriately analyzed and shared with personnel and agencies, designated by the IC or UC, who have a proper clearance and need-to-know to ensure that all intelligence supports decision makers.
4. At the same time, the public must be informed about emergencies and disasters for safety.

B. Assumptions

1. County emergency personnel and staff will be the most immediate source of vital information regarding damage and initial response needs.
2. Monroe County is responsible for identifying resource requirements and response priorities.
3. The Monroe County Emergency Operation Center will serve as the focal point for county responses to larger scale operations.

III. CONCEPT OF OPERATIONS

A. The IC will provide the CEO, EMA Director, or UC General Staff an Initial Situation Report (I-SITREP) upon request. The I-SITREP will address an overview of the situation, incident objectives and tactical actions planned or taken, summary of resources on-scene, summary of casualties and fatalities,

and summary of damages. The I-SITREP contents will generally adhere to ICS- 201, Incident Briefing Form, requirements.

B. IC(s) will then provide the UC / EOC updated Situation Reports (SITREPS) every 12 hours using ICS-209, Incident Status Summary, form reporting requirements.

C. The UC's (EOC) General Staff Planning Section develops, organizes, and manages disaster / emergency-related intelligence information, to include:

1. Consolidating and reporting IC SITREP information to the CEO and UC General Staff.
2. Garnering and reporting additional intelligence information from municipal authorities, local residents, and victims.
3. Coordinating intelligence information and operational security matters with the public awareness activities of the PIO.
4. Using Monroe County GIS capabilities to bolster intelligence preparations for the incident(s) battlespace.
5. Posting & displaying intelligence information in accordance with ANNEX O, EOC.

D. Damage Assessment Operations:

1. Search and Rescue operations provide preliminary surveys on the scope and extent of large-scale damages. First Responders (fire, police, EMS, and public works personnel) will report first assessments to the EOC in accordance with Appendix A.
2. In cases of large-scale structural and infrastructural damages, the CEO or EMA Director, after declaration of a local disaster, will:
 - a. Request state Disaster Assessment Team(s) (DAT) augmentation and assistance in conducting an Initial Disaster Assessment.
 - b. Request American Red Cross (ARC) assistance in fielding DATs.
 - c. Mobilize DATs from local structural engineering firms with which Monroe County has mutual aid agreements. See Basic Plan, Appendix C.

d. Activate the county's Disaster Assessment Working Group (DAWG) to tabulate and report an overall disaster assessment.

3. All DATs and the DAWG will report using the forms and procedures detailed in Appendices B-E of this Annex.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Monroe County Emergency Management Agency Director will:

1. Negotiate, coordinate and prepare mutual aid agreements for damage assessment.

2. Mobilize DATs to perform surveys.

3. Advise IEMA on damage assessment information.

4. Request, when needed, DAT augmentation from IEMA and the ARC.

5. Activate, when needed, the DAWG.

6. Provide DAT reports to the DAWG.

7. Provide or arrange logistical support to DAT(s).

8. Update and maintain this Annex.

B. Damage Assessment Team(s) will:

1. Have total access to disaster area(s) except when prohibited by the IC / UC.

2. Conduct damage assessment surveys as needed using Appendices C-E procedures and forms.

3. Provide damage assessment reports to the EOC / EMA Director.

C. The Damage Assessment Working Group (DAWG) will collate, tabulate, and report damage assessment summaries to the CEO, EMA Director, and EOC in accordance with Appendix B.

D. The Monroe County Supervisor of Assessments will Chair the DAWG and provide staffing.

E. The Monroe County Clerk will Deputy Chair the DAWG and provide staffing.

F. The Monroe County Engineer will advise the CEO, EMA Director, and the DAWG on damages to government facilities and public infrastructure.

G. All Local and County Government Agencies will report damages to critical facilities in their jurisdictions to the EOC.

**V. DEVELOPMENT AND MAINTENANCE OF DISASTER INTELLIGENCE
AND DAMAGE ASSESSMENT ANNEX**

The EMA Director is responsible for developing and maintaining this Annex.

VI. APPENDICES

A. IC / UC / UAC Preliminary SAR Damage Estimation

B. Initial Damage Assessment Summary Forms & Instructions

C. Initial Damage Assessment – Households Forms & Instructions

D. Initial Damage Assessment – Public Assistance Forms & Instructions

E. Initial Damage Assessment – Businesses Forms & Instructions

APPENDIX A - IC / UC / UAC PRELIMINARY SAR DAMAGE ESTIMATION

1. Search Area Markings: First Responders, while conducting Search and Rescue Operations, will mark searched structures to prevent duplication of effort and identify where searchers have been.

Make a single diagonal slash on or next to the entry door of the structure. Make an opposite slash (creating an “X”) when all occupants have been removed and the search of the structure is finished.

The quadrants of the “X” should be used to the initials of the searcher (left quadrant), the time / date of the search (top quadrant), personal hazards (right quadrant), and the number of victims remaining inside the structure (bottom quadrant). Use a zero if no victims are found.

2. Search Area(s) Damage Surveys: While conducting SAR, make preliminary estimations of damage assessment, to include:

- a. General location & numbers of residential structures damaged or destroyed.
- b. General location & numbers of public and commercial structures damaged or destroyed.
- c. Damages done to infrastructure (roads, bridges, gas / power/ water lines etc..)

Periodically report damage surveys, through the IC, to the EOC.

Instructions – Initial Damage Assessment Summary

- 1a. County** – refers to the county where the reported damages occurred. **1b. Population** – refers to the latest US Census population figures. **1c. Municipality** -- Indicate the name of the municipality where the damaged property is located.
- 2a. Incident Type** -- refers to the tornado, flood, fire, chemical spill, etc., which caused the need to file a report.
- 2b. Incident Period** -- refers to the time span from when the incident occurred to when there is no longer a threat to people or their property. In the case of a hurricane, flood, or even a fire, the “Incident Period” may encompass several days. In the case of a tornado, the “Incident Period” is usually only one day. However, there are exceptions.
- 3a. Date(s) of survey** – Date(s) survey was taken. **3b. Date Report Prepared** -- Date this report was prepared.
- 4. Affected Damage** – Estimated number of households with affected damage.
- 5. Minor Damage** – Estimated number of households with minor damage.
- 6. Major Damage** – Estimated number of households with major damage.
- 7. Destroyed** – Estimated number of households that were destroyed.
- 8. Total Damaged** -- Cumulative total of # 4-7.
- 9. Inaccessible** – Estimated number of households that could not be safely assessed.
- 10. Affected Damage** -- Estimated number of businesses with affected damage
- 11 Minor Damage** – Estimated number of businesses with minor damage
- 12. Major Damage** – Estimated number of businesses with major damage.
- 13. Destroyed** – Estimated number of businesses that were destroyed.
- 14. Total Damaged** -- Cumulative total of # 10-13.
- 15. Inaccessible** – Estimated number of businesses that could not be safely assessed.
- 16. Category A** – Total estimated amount for Debris Removal.
- 17. Category B** - Total estimated amount for Protective Measures.
- 18. Category C** – Total estimated amount for Roads, Signs and Bridges
- 19. Category D** – Total estimated amount for Water Control.
- 20. Category E** -- Total estimated amount for Buildings and Equipment.

- 21. Category F** -- Total estimated amount for Public Utilities.
- 22. Category G** -- Total estimated amount for Park, Recreation and Other.
- 23. Total** – Cumulative total of # 16-22.
- 24. State Rep** – Name of state representative on the survey team.
- 25. County Rep** – Name of county representative on the survey team.
- 26. Signature of county official that is certifying that the damage totals are correct, to the best of their ability.**

Instructions – Initial Damage Assessment – Households

1. **Page ____ of ____** – Pages should be numbered in consecutive order with the total number of pages indicated on each page, i.e., 1 of 5, 2 of 5, 3 of 5, etc.
- 2a. **County** – refers to the name of the county where the reported damages occurred. 2b. **Population** – refers to the latest US Census population figures. 2c. **Municipality** – Indicate the name of the municipality where the damaged houses, living units, manufactured homes, or businesses are located. Complete a separate form for each municipal area.
- 3a. **Incident Type** – refers to the tornado, hurricane, flood, fire, chemical spill, etc., which caused the need to file a report. 3b. **Incident Period** – refers to the time span from when the incident occurred to when there is no longer a threat to people or their property. In the case of a hurricane, flood, or even a fire, the “Incident Period” may encompass several days. In the case of a tornado, the “Incident Period” is usually only one day. However, there are exceptions. 3c. **Date of Survey** – refers to the date the damage survey was conducted. This may or may not be the date the incident occurred.
- 4a. **Survey Team Members** – Indicate the names of those individuals responsible for conducting the damage survey and for reporting the damages shown. 4b. **Phone #** – Indicate contact telephone numbers for members.
5. **Occupant/Property Address** -- Indicate, if known, the name of the owner/renter occupant of the affected house, living unit, or manufactured home; or, if known, indicate the affected property's site address, i.e., street address/route, state road, mobile home park, building name, development, etc.; or if know, the GPS location.
- 6a. **Home/Pri** – “Pri” is an abbreviation for primary home. Primary if occupant lives in the home 50 percent or more of the year. Place a “1” in the box indicating the damaged home is the occupant's primary home. 6b. **Home/Sec** – “Sec” is an abbreviation for secondary home. Secondary if occupant lives in the home less than 50 percent of the year. Place a “1” in the box if the damaged home is the occupant's secondary home. **If unknown, leave blank.**
- 7a. **Status/Own** – Place a “1” in the box to indicate that the occupant owns the structure. 7b. **Status/Rent** – Place a “1” in the box to indicate that the occupant is renting the structure in question. **If unknown, leave blank.**
- 8a. **Affected/SF** – “SF” is an abbreviation for a single-family type home. Unless otherwise known, consider all stick-built and modular housing units as “SF.” Place a “1” in the box to indicate a SF. 8b. **MF** – is an abbreviation for multi-family home. Multi- family dwelling units include all duplexes, apartments, and condominiums. Place a “1” in the box to indicate a MF. 8c. **MH** – is an abbreviation for manufactured (mobile) home. Place a “1” in the box to indicate a MH. 8d. **INS/HO** - Place a “1” in the box to indicate that the owner/occupant has homeowners insurance coverage. 8e. **INS/NFIP** - Place a “1” in the box to indicate that the owner\occupant has flood insurance coverage. **If unknown, leave blank.**
- 9a. **Minor/SF** – “SF” is an abbreviation for a single-family type home. Unless otherwise known, consider all stick-built and modular housing units as “SF.” Place a “1” in the box to indicate a SF. 9b. **MF** – is an abbreviation for multi-family home. Multi- family dwelling units include all duplexes, apartments, and condominiums. Place a “1” in the box to indicate a MF. 9c. **MH** – is an abbreviation for manufactured (mobile) home. Place a “1” in the box to indicate a MH. 9d. **Ins/HO** - Place a “1” in the box to indicate that the owner/occupant has homeowners insurance coverage. 9e. **INS/NFIP** - Place a “1” in the box to indicate that the owner\occupant has flood insurance coverage. **If unknown, leave blank.**

- 10a. Major/SF** – “SF” is an abbreviation for a single-family type home. Unless otherwise known, consider all stick-built and modular housing units as “SF.” Place a “1” in the box to indicate a SF.
- 10b. MF** – is an abbreviation for multi-family home. Multi- family dwelling units include all duplexes, apartments, and condominiums. Place a “1” in the box to indicate a MF.
- 10c. MH** – is an abbreviation for manufactured (mobile) home. Place a “1” in the box to indicate a MH.
- 10d. Ins/HO** – Place a “1” in the box to indicate that the owner/occupant has homeowners insurance coverage.
- 10e. INS/NFIP** – Place a “1” in the box to indicate that the owner/occupant has flood insurance coverage. **If unknown, leave blank.**
- 11a. Destroyed/SF** – “SF” is an abbreviation for a single-family type home. Unless otherwise known, consider all stick-built and modular housing units as “SF.” Place a “1” in the box to indicate a SF type of home.
- 11b. MF** – is an abbreviation for multi-family home. Multi- family dwelling units include all duplexes, apartments, and condominiums. Place a “1” in the box to indicate a MF type of structure.
- 11c. MH** – is an abbreviation for manufactured (mobile) home. Place a “1” in the box to indicate a MH type of home.
- 11d. Ins/HO** - Place a “1” in the box to indicate that the owner/occupant has homeowners insurance coverage.
- 11e. INS/NFIP** - Place a “1” in the box to indicate that the owner/occupant has flood insurance coverage. **If unknown, leave blank.**
- 12. Inaccessible** – Place a “1” in the box if the property cannot be safely assessed.
- 13. Height of Water in Structure-**
- 13a. Floor** – If flood waters entered the home, indicate the highest floor that the water is currently situated. Use “00” for basement or ground floor; “01” for first floor; “02” for second floor and so on.
- 13b. # of Feet** – Indicate the # of feet in height that the water is currently standing on the highest floor.
- 14. Total** – Add columns 6a-b, 7a-b, 8a-e, 9a-e, 10a-e, 11a-e and 12 record in the appropriate block.

Instructions – Initial Damage Assessment – Public Assistance

- 2. Page ____ of ____** – Pages should be numbered in consecutive order with the total number of pages indicated on each page, i.e., 1 of 5, 2 of 5, 3 of 5, etc.

- 2a. County** – refers to the name of the county where the reported damages occurred. **2b. Population** – refers to the latest US Census population figures. **2c. Municipality** – Indicate the name of the municipality where the damaged property is located. Complete a separate form for each municipal area.
- 3a. Incident Type** – refers to the tornado, hurricane, flood, fire, chemical spill, etc., which caused the need to file a report. **3b. Incident Period** – refers to the time span from when the incident occurred to when there is no longer a threat to people or their property. In the case of a hurricane, flood, or even a fire, the “Incident Period” may encompass several days. In the case of a tornado, the “Incident Period” is usually only one day. However, there are exceptions. **3c. Date of Survey** – refers to the date the damage assessment was conducted. This may or may not be the date the incident occurred.
- 4a. Assessment Team Members** – Indicate the names of those individuals responsible for conducting the damage assessment and for reporting the damages shown. **4b. Phone #** – Indicate contact telephone numbers for Assessment Team Members.
- 5a. Name/Location/GPS Location** – Include the name of the damaged public property as well as its physical address or a description of the site location. Include properties that a public entity (State or local government, private non-profit, or Indian Tribe) owns and/or is responsible for maintenance or upkeep of the structure. Use one line per facility (structure, bridge, road, etc.). **5b. Description of Damage** – Include a general description of the damage incurred at the particular site.
- 6. Category A/Debris Removal** – Debris is only eligible on public property or public right-of-way, not on private property unless there is an eminent threat. Estimate, on a site-by-site basis, total dollar expenses to remove debris and dispose of elsewhere. The basic unit of measurement to be used is the cubic yard (cy). The formula to be used to calculate the estimated dollar cost is the number of cy x \$10.00. (Could go up to \$20.00 depending on additional factors: distance to land fill, difficulty in removing debris, etc.)
- 7. Category B/Protective Measures** – Estimate total dollar expenses incurred for extra labor (such as overtime pay, do not include regular time pay), equipment, and materials used in responding to the incident.
- 8. Category C/Roads, Signs, Bridges** – Estimate in dollars, damages to the entity’s road systems to include: pavement, sub-grade, ditches, culverts, curbs, gutters, sidewalks, bridge abutments, rip rap, sign, etc. Restoration is only eligible on non-Federal Aid System (FAS) roads.
- 9. Category D/Water Control** – Estimate in dollars, damages to any flood control, drainage, and irrigation works including, but not limited to: dikes, levees, drainage channels, drops, checks, siphons, flumes, gabions, and catch basins. Permanent restoration of flood control works (levees, drainage channels) is under the statutory authority of the United States Coast Guard or USDA-NRCS. FEMA will generally not fund permanent repairs on flood control works.
- 10. Category E/Bldgs. & Equip.** – Estimate in dollars, damages to any hospitals, public libraries, penal and public welfare institutions, public colleges and universities, police and fire stations, public office buildings and recreational buildings along with related equipment, furnishings, consumable supplies, etc. This includes those privately owned, not-for-profit buildings and related equipment damaged/destroyed as a result of the incident.
- 11. Category F/Public Utilities** – Estimate, in dollars, damages incurred by municipal and county owned utilities to include electrical distribution systems, water and wastewater treatment facilities,

sewage pump stations, wells, etc. Also, obtain estimates of damages incurred by private non-profit rural electric cooperatives, telephone companies, and other large private non-profit entities.

12. **Category G/Parks, Rec. & Other** – Estimate, in dollars, damages to municipal and county owned recreational areas and equipment to include tennis courts, ball parks, recreational parks, school stadiums (not school buildings), swimming facilities, soccer fields, etc.
13. **Total Estimated Damages in Dollars** – Add together the amount of dollar damages or expenses incurred on each line and enter that amount here.
14. **Total** – Add columns 6 through 13 individually and record in the appropriate block.

Instructions – Initial Damage Assessment – Businesses

3. **Page ___ of ___** – Pages should be numbered in consecutive order with the total number of pages indicated on each page, i.e., 1 of 5, 2 of 5, 3 of 5, etc.

- 2a. County** – refers to the name of the county where the reported damages occurred. **2b. Population** – refers to the latest US Census population figures. **2c. Municipality** – Indicate the name of the municipality where the damaged houses, living units, manufactured homes, or businesses are located. Complete a separate form for each municipal area.
- 3a. Incident Type** – refers to the tornado, hurricane, flood, fire, chemical spill, etc., which caused the need to file a report. **3b. Incident Period** – refers to the time span from when the incident occurred to when there is no longer a threat to people or their property. In the case of a hurricane, flood, or even a fire, the “Incident Period” may encompass several days. In the case of a tornado, the “Incident Period” is usually only one day. However, there are exceptions. **3c. Date of Survey** – refers to the date the damage survey was conducted. This may or may not be the date the incident occurred.
- 4a. Survey Team Members** – Indicate the names of those individuals responsible for conducting the damage survey and for reporting the damages shown. **4b. Phone #** – Indicate contact telephone numbers for members.
- 5a. Name of Business/Address/ GPS Location** – Include, if known, the name of the owner/renter occupant of the affected business; or if known, include the affected property’s site address, i.e., street address/route, state road, mobile home park, building name, development; or, if known, the GPS location.
- 6a. Status/Own** – Place a “1” in the box to indicate that the occupant owns the structure. **6b. Status /Rent** – Place a “1” in the box to indicate occupant is renting the structure. **If unknown, leave blank.**
- 7a. Damage Level/AFF** – “AFF” is an abbreviation for “affected” damage. Affected is defined as superficial damage but the business is still operational. Place a “1” in the box to indicate AFF. **7b. Damage Level/MIN** -- “MIN” is an abbreviation for “minor” damage. Minor is defined as damaged and uninhabitable, but may be made habitable in a short period of time, usually less than 30 days. Place a “1” in the box to indicate MIN. **7c. Damage level/MAJ** – “MAJ” is an abbreviation for “Major” damage. Major damage is defined as structural/significant damage that requires extensive repairs before the structure can be habitable. Place a “1” in the box to indicate MAJ. **7d. Damage Level/ “DEST”** is an abbreviation for “Destroyed.” Destroyed is defined as a total loss or damaged to an extent that repairs are not economically feasible due to the event. Place a “1” in the box to indicate DEST. **If unknown, leave blank.**
- 8. Inaccessible** – Place a “1” in the box if the property cannot be safely assessed.
- 9a. Floor** – If flood waters entered the home, indicate the highest floor that the water is currently situated. Use “00” for basement or ground floor; “01” for first floor; “02” for second floor and so on. **9b. # of Feet** -- Indicate the # of feet in height that the water is currently standing on the highest floor.
- 10a. Insurance/Property** – “Place a “1” in the box to indicate that the owner/occupant has property insurance coverage. **10b. Insurance/Contents** – “Place a “1” in the box to indicate that the owner/occupant has insurance for contents. **If unknown, leave blank.**
- 11. Total** – Add columns 6a-b, 7a-d, 8 and 10a-b and record in the appropriate block.

EVACUATION - - ANNEX F

I. PURPOSE

The purpose of this annex is to provide procedures for the orderly and coordinated evacuation of residents in Monroe County due to any emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Residents of Monroe County may be advised to evacuate due to various emergency operations, including, but not limited to, fire, flooding, hazardous materials release, etc.
2. There are two types of evacuations that may be required: general and limited.
 - a. A general evacuation will involve the relocation of a large portion of the public from a risk area.
 - b. A limited evacuation will involve the relocation of a smaller portion of the public from a risk area.
3. Monroe County has approximately 30,000 residents. 13% are over the age of 65 (3900). 16% are school (K-12) age students (4909). Approximately 2% are living at private residences and are disabled or have special needs (470). 1.5% of county residents lives in nursing homes or assisted living facilities (405). Monroe County has no non-English speaking residents, except a small, migrant, Spanish-speaking farm workforce numbering approximately 150.
4. Monroe County has 51 uniformed law enforcement officers. Five volunteer fire brigades, totaling 175 firemen, can augment law enforcement functions during evacuation operations. 67 county and municipal public works personnel can also augment law enforcement functions during evacuation operations.
5. Monroe County has 7 ambulances, with a total carrying capacity of 14.
6. Monroe County has identified 58 shelters capable of sheltering approximately 5200 people. See ANNEX G, Mass Care.
7. Monroe County has no hospital.
8. There is one jail in Monroe County.
9. Monroe County's emergency mass transportation capabilities center on 77 school busses capable of transporting 4800 people.

B. Assumptions

1. First responders (fire, police, Emergency Medical Service, rescue) will usually be able to recognize a situation requiring an evacuation, and will initiate initial evacuation operations.
2. This evacuation annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.
3. Some residents may refuse to evacuate after being advised to do so, as is their right in Illinois.
4. Most evacuees will try to relocate with friends or relatives, or go to a hotel/motel, rather than go to a public shelter.
5. Since Monroe County has been designated a potential host area for an evacuation of the St. Louis metropolitan area, we can anticipate the need to implement the actions detailed in this Annex to host such large numbers of evacuees moving to and through the county.
6. Residents may try to re-enter a risk area before safe to do so.
7. Spontaneous evacuation will occur when there is sufficient warning of the threat.
8. Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
9. Roughly 20 percent of the local population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government-provided mass care facilities.
10. Where available, the Illinois National guard (as approved by the Governor of the State of Illinois) will be available to support evacuation efforts.
11. Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented on an *ad hoc* basis. The individual responsible for implementing the evacuation is the Incident Commander at the scene of the emergency, with support arranged through the Emergency Operations Center as necessary.

III. CONCEPT OF OPERATIONS

A. Emergency first responders (fire, police, Emergency Medical Service, rescue) will be the first on scene to an emergency, or potential emergency, requiring an evacuation. They may recommend evacuation to residents, taking into consideration the following characteristics of the emergency:

1. Magnitude of the emergency.
2. Intensity of the emergency.
3. Time until onset.
4. Expected duration of the emergency.

B. In cases where large-area(s), whole-sector, or county-wide evacuations are required or anticipated, the Incident Commander or the Illinois Emergency Management Agency will immediately notify the Monroe County EMA Director and/or Deputy Director.

C. The EMA Director will inform the CEO, activate the entire EOC, and stand-up a Unified Command (UC) structure.

D. The UC / EOC will:

1. Identify the areas and number of people at risk (sector analysis).
2. Identify and plan for special-needs populations and special facilities at risk:
 - a. The disabled and non-driving elderly living at home
 - b. Nursing homes and assisted-living residents
 - c. In-session school students
 - d. Pets and livestock
 - e. Monroe County jail inmates
 - f. The families of First Responders and EOC personnel
3. Identify critical facilities (fire stations, police stations, government facilities, utility nodes and substations) at risk.
 - a. Identify vital records (See Annex T, COOP), equipment and tools that must be moved concurrent with the evacuation.

- b. Determine protective measures for each facility.
 - c. Determine alternate locations for each function (See Annex T, COOP)
- 4. Establish an evacuation timetable, sector-phased, if possible.
(Add time for citizen preparation and critical facility preparation)
- 5. Determine evacuation routes and clearance times. See Appendix A.
- 6. Determine a transportation plan to include special-needs populations.
- 7. Establish an evacuation route(s) traffic control and security plan.
- 8. Inform the public, through the PIO in accordance with Annex C and Annex D, of the requirement to evacuate. See Appendix B to this Annex also.
- E. The evacuation of special-needs populations has the highest priority.
- F. The Southwestern Illinois Region IV Medical Disaster Plan and Consortium afford us mutual aid in the evacuation of nursing home and assisted living patients, if required.
- G. An Illinois Emergency Management Mutual Aid System Agreement affords us mass transportation augmentation to assist with vehicle shortfalls in an evacuation. See Appendix C, Basic Plan.
- H. Mass care and shelter planning, within Monroe County, are addressed in Annex G.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Incident Commander will notify the EMA Director / Deputy Director in cases where large-scale, large-area evacuations are required.
- B. The Chief Elected Official (CEO) will issue evacuation instructions or evacuation orders when appropriate. In addition, the CEO will issue statements on the jurisdiction's policies on residents that do not comply with evacuation instructions.
- C. The Emergency Management Agency (EMA) Director will:
 - 1. Pre-designate an Evacuation and Mass Care Coordinator.

2. Report to the EOC in cases where large-area, large-scale evacuations are required, activate the EOC, stand-up an UC structure and notify the CEO.

3. Develop, update and maintain this Annex.

D. The Evacuation & Mass Care Coordinator will:

1. Report to the EOC when notified.

2. Lead the UC / EOC evacuation and planning efforts as detailed in paragraph III D. above and Appendix A.

3. Lead mass care and sheltering planning and execution requirements as detailed in Annex G, Mass Care.

E. The Monroe County Sheriff and municipal police departments will provide traffic control, perimeter control, and security support to evacuation operations as detailed in Annex Q, Law Enforcement. The Monroe County Sheriff is responsible for the evacuation of the county jail.

F. Fire Departments will provide support to evacuation operations as detailed in Annex P, Fire Service.

G. The Monroe County Highway Department and municipal public works departments will provide support to evacuation operations as detailed in Annex R, Public Works.

H. The Public Information Officer (PIO) and Deputy PIO will provide support to evacuation operations in accordance with Annex D, Public Information, and Appendix B to this Annex.

I. The Bi-County Public Health Department will:

1. Develop and keep current a listing of county residents with special needs and disabilities.

2. Recurring report to the EMA Director the updated special needs listing.

3. Provide support to evacuation operations in accordance with Annex H, Health and Medical.

J. The Emergency Medical Services (ambulance) Coordinator will provide support to evacuation operations as detailed in Annex N, Emergency Medical Services.

K. The Bi-County Regional Superintendent of Schools will:

1. Develop and exercise plans for school evacuations.
2. Coordinate the evacuation of schools when required.
3. Close schools and release students when directed by appropriate authority.
4. Coordinate, where appropriate, the use of school buses / drivers for evacuation operations.

L. The Monroe County State's Attorney will obtain court orders to expedite evacuations when required.

M. The Monroe County Veterinarian will provide support and planning for pet and livestock evacuation requirements in accordance with Annex U, Animal Emergencies.

V. ADMINISTRATION AND LOGISTICS

A. Administration: normal

B. Logistics: See Annex J, Resource Management

VI. DEVELOPMENT AND MAINTENANCE OF THIS ANNEX:

The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to Monroe County Emergency Management Agency Director

VII. AUTHORITIES AND REFERENCES

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- B. The Illinois Emergency Management Act (20 ILCS 3305/1, January 1, 2002).
- C. The Federal Civil Defense Act of 1950 as adopted by the Monroe County Board of Commissioners.

VIII. APPENDICES

- A. Route & Order of Evacuation Checklist

B. Emergency Public Information Checklist

APPENDIX A ROUTE & ORDER OF EVACUATION CHECKLIST

1. Select evacuation routes / consider:

routes that have the least chance of being closed under extreme conditions

sharing routes with other jurisdictions that also are evacuating

select both a north-south and an east-west route from each at-risk area

road capacity

areas requiring detours

problems / delays caused by merging traffic

problems / delays caused by emergency response vehicles entering the area

one-way versus two-way traffic patterns

2. Determine if extra time is needed for problems on routes/ consider:

incoming traffic

hazards along route

critical control points (intersections & bottlenecks)

vehicle breakdowns / place tow trucks on standby

bridges

inadequate route markings

Use this checklist as a guide for preparing the public to respond to a threat. Ensure that first responders and their families are informed of any special arrangements that have been made to care for them.

1. Tell the public they are at risk and must evacuate.
2. Shelter
 - What shelters are available.
 - Where shelters are located
 - How to select a shelter
 - In-place sheltering (safe places in homes)
3. Personal survival kits
4. What to take during an evacuation
5. Preparing the home for evacuation
 - Turning off utilities
 - Boarding and sheltering windows
 - Moving or securing in and outdoor furniture
 - Preparing inventories
 - Removing valuables
6. Preparing vehicles for evacuation
 - Filling gas tanks
 - Bringing extra tires / parts / repair kits
7. Preparing pets and livestock
 - Ensuring all pets have identification
 - Providing appropriate, safe means of transportation
 - Taking livestock to safety
8. Evacuation routes (graphic depiction)
9. Pickup points for people requiring transportation
10. Evacuation timing

MASS CARE - - ANNEX G

I. PURPOSE

The purpose of this annex is to describe the actions to be taken to ensure appropriate services are organized to provide mass care shelters, facilities, food and medical care for persons displaced during a disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

Monroe County is vulnerable to a variety of natural and man-made disasters or emergencies requiring the evacuation and sheltering of people.

B. Assumptions

1. The responsibility for mass care services for citizens rests with the local government for the first 72 hours of an emergency.
2. Ultimately, the American Red Cross (ARC) will serve as the principal organization responsible for operating mass care facilities during large-scale disasters in accordance with the National Response Plan, Emergency Support Function 6.

III. CONCEPT OF OPERATIONS

A. Mass care services will be provided for the following situations:

1. Evacuees
2. Extreme heat
3. Extreme cold
4. Large-scale / large-area damage of residences
5. Hazardous material spills

B. Elements to be considered in establishing mass care facilities include:

1. Magnitude of the disaster
2. Intensity of the disaster
3. Speed of onset of the disaster
4. Duration of the disaster

5. Impacts on Monroe County (economic, psychological, infrastructural)

C. Incident Commanders, the EMA Director, or the Chief Elected Official (CEO) will normally be the first to determine the necessity to establish mass care facilities.

D. Monroe County will be responsible for providing the following services to evacuees for approximately the first 72 hours of an emergency: shelter, food, medical care.

E. The St. Louis Chapter of the American Red Cross will, after mobilization and upon the request of the Monroe County EMA Director, take over mass care shelter management.

F. The Bi-County Health Department is responsible for arranging and / or providing medical care for persons in shelters.

G. Special provisions for special needs populations are as follows:

1. School administrators are responsible for school students.
2. Daycare providers are responsible for children in their care.
3. Nursing home administrators are responsible for their residents.
4. Bi-County Health Department is responsible for maintaining a listing of special needs, disabled residents.
5. Law enforcement officials are responsible for inmates.
6. Transient populations are the responsibility of the EMA Director.
7. The County Veterinarian is responsible for animal care in accordance with Annex U, Animal Emergencies.

H. A listing of pre-designated shelters in Monroe County is at Appendix A.

I. Upon the determination to establish mass care / sheltering operations, the EMA Director will activate the EOC and establish a UC general staff structure.

J. With the Evacuation & Mass Care Coordinator in the lead, the EOC / UC general staff will plan and execute all aspects of mass care / sheltering operations until the arrival of the American Red Cross.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Chief Elected Official (CEO) issues an order to open mass care facilities, when appropriate.

B. The Monroe County EMA Director:

1. Pre-designates an Evacuation & Mass Care Coordinator
2. Activates the EOC and stands up an UC general staff structure to conduct mass care / sheltering operations.

C. The Evacuation & Mass care Coordinator, upon arrival at the Monroe County Emergency Operations Center:

1. Assesses the situation and makes recommendations to the Monroe County EMA Director on the number and locations of mass care facilities to be opened.
2. Reviews listing of an available mass care facilities.
3. Notifies persons and organizations identified in the mass care resource list about possible need for services and facilities.
4. Selects mass care facilities for activation in accordance with:
 - a. Hazardous/vulnerability analysis considerations.
 - b. Locations in relation to evacuation routes.
 - c. Services available in facilities.
 - d. Inputs from the EMA Director.
5. Directs, coordinates the necessary actions to ensure mass care facilities are opened and staffed, as needed.
6. Notifies mass care facility managers to do one of the following, when appropriate:
 - a. Stand by for further instruction on the specific actions to take and the estimated timing for opening mass care facilities.

- b. Take the necessary action to open the facility they are responsible for managing.
7. Coordinates with the resource manager for supplies needed (including bulk emergency relief items) and ensures each mass care facility receives its supplies.
8. Coordinated with the Monroe County Emergency Operations Center staff to ensure that communications are established, routes to the mass care facilities are clearly marked, and appropriate traffic control systems are established.
9. Ensures each mass care facility has a highly visible identity marker and sign that identifies its location.
10. Provides each mass care facility manager a listing of the location of the animal shelters that have been opened to house and care for companion animals.
11. Assists, as appropriate, the animal care and control agency's efforts to feed, shelter, and provide medical treatment for animals during catastrophic emergencies.
12. Ensures appropriate mass care information (numbers of occupants, meals served, etc.) is made available to the information processing section in the Monroe County Emergency Operations Center.
13. Collects information from mass care facility managers to support the jurisdiction's effort to respond to inquiries from family members about the status of loved ones (name, home address, phone, next of kin, etc.).
14. Upon termination of emergency, submits a mass care expenditure statement to appropriate authorities for reimbursement.

B. Mass Care Facility Managers (ultimately the American Red Cross)

1. When notified, stand by for further instructions or reports to assigned mass care facility, as appropriate.
2. Contacts team members and instructs them to take whatever actions that may be appropriate.
3. Staffs and operates mass care facilities. Upon arrival at the facility, takes the necessary actions to open it, receives evacuees, and provides

for their health and welfare and is responsible for emergency mass feeding operations.

4. Contacts the Emergency Operations Center when the facility is ready to open.
5. Opens and keeps the facility operating as long as necessary.
6. Implements registration procedures for all evacuees that enter the facility.
7. If tasked, provides the mass care coordinator with names and other appropriate information about people sheltered in the facility, to respond to family inquiries.
8. Ensures individual and family support services are provided at the mass care facility.
9. Ensures space is available for service animals that belong to people with disabilities.
10. If companion animals are not permitted on the facility, provides information to their owners about shelters that have been opened to house and care for animals.
11. Each day, reports the following to the Monroe County Emergency Operations Center:
 - a. The number of people staying in the facility.
 - b. The status of supplies.
 - c. Condition of the facility and any problem areas.
 - d. If necessary, requests specific types of support.
12. Maintains records of expended supplies.
13. Coordinated press releases with the public information officer.
14. Arranges for the return of evacuees to their homes or for transportation to temporary housing, if necessary.
15. When appropriate, terminates operations and closes the facility.

16. Cleans facility and returns the facility to original condition.
17. Submits mass care facility status report to the mass care coordinator. The report identifies the equipment and supplies that are needed to restock the facility and any other problems that will need to be resolved before the facility is used again.

C. American Reed Cross

1. If appropriate, provides personnel to manage and staff mass care facilities.
2. When appropriate, provides personnel to the EOC to manage overall mass care and shelter operations.

D. Salvation army

1. If appropriate, provides personnel to manage and staff mass care facilities.
2. Provides clothing and other services as needed.

E. Non-profit Public Service Organizations

1. If appropriate, provides personnel to manage and staff mass care facilities.

F. School Superintendent

1. If appropriate, provides personnel to manage and staff mass care facilities.
2. Shelters students in school buildings when the situation warrants or when directed to do so by the appropriate authority.

G. Law Enforcement

1. Provides security at mass care facilities.
2. Provides traffic control during evacuee movement to mass care facilities.
3. Maintains order in mass care facilities.

4. If necessary, provides an alternative communications link between the mass care facility and the Monroe County Emergency Operations Center through a mobile radio until in police vehicles.

H. Public Works

1. Ensures power, water supply, and sanitary services at mass care facilities are maintained during emergency conditions.

I. Public Information Officer (PIO)

1. Makes public announcement about availability of mass care facilities and animal shelters and their locations.

J. Illinois National Guard

1. Informs mass care coordinator of mass care facilities available on military installations.
2. Coordinated use of mass care facilities on military installations.
3. Provides logistical support for mass care operations.

K. Home Extension Services

1. Develops and maintains list of local food warehouses and other sources of bulk food stocks.

L. Human Support Services

1. Will provide stress management care for shelters.

M. Monroe County Veterinarian

1. Assesses the situation and makes a decision on the number and location of shelters that will be used to house animals. Typical facilities include the jurisdiction's animal shelter, veterinary hospital, boarding kennels, pet stores, and fairgrounds. Facilities for agricultural animals could include sale barns, boarding stables, race tracks, horse farms, poultry barns, dairy farms, and fairgrounds.
2. Coordinates the actions needed to obtain sufficient personnel to staff animal shelters, as needed.

3. Ensures each animal shelter has a highly visible identity marker and sign that identifies its location.
4. Coordinates with the public information officer to facilitate dissemination of information to the public on the location of the companion animal shelters that will be opened.
5. Informs the mass care coordinator of the locations of the shelters that have been opened.
6. If appropriate, coordinates with the mass care coordinator to place personnel in public shelters to act as referral source for animal disaster operations.
7. Opens shelters and provides food, water, and medical care, as needed, for the animals in the shelter.
8. Keeps shelters open as long as necessary.
9. Ensures each shelter receives the necessary supplies to sustain itself.
10. When appropriate, terminates shelter operations and closes the facility.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. The following records and reports must be submitted to the Monroe County Emergency Operations Center: facility locations in use, facility capacity, and number of occupants, beds available, sick levels, medical supplies, food, water, sleeping supplies, and communication, phone lists, and emergency power.
2. The following will be found in the Monroe County reference manual: facility locations, people capacity, number and type of kitchen, restroom facilities, and vehicle parking.

VI. DEVELOPMENT AND MAINTENANCE OF THE MASS CARE ANNEX

The responsibility for revisions, keeping attachments current, and developing necessary documents for this mass care annex belongs to Monroe County Emergency Management Agency.

VII. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Act (20 ILCS 3305/1, January 1, 2002).

C. The Federal Civil Defense Act of 1950 as adopted by the Monroe County Board of Commissioners.

D. The National Response Plan (NRP), the American Red Cross and Emergency Support Function 6 (ESF-6), Disaster Welfare Information (DWI) System.

VIII. SUCCESSION OF COMMAND

1. Evacuation & Mass Care Coordinator
2. Monroe County EMA Director
3. Monroe County EMA Deputy Director

IX. APPENDICES

- A. Shelter Locations
- B. Mass Care Operations Checklist

NAME OF FACILITY	ADDRESS	TELEPHONE	CAPACITY
Fults Village Hall	Fults, IL 62244	618-458-6907	25
Our Lady of Good Counsel	2038 Washington Street Renault, IL 62279	618-458-7710	50
St. Paul U.C.C.	127 St. Paul Street		

	Columbia, IL 62236	618-281-5102	150
Turner Hall	211 E. Cherry Street Columbia, IL 62236	618-281-5393	300
Concord Presbyterian Church	835 N. Market or 338 Covington Drive ?? Waterloo, IL 62298	618-939-7116	50
Waterloo Schools	200 N. Rogers Street (Rogers Elementary) Waterloo, IL 62298	618-939-3453 (Supt.'s #)	450
St. John's U.C.C.	201 S. Meyer Avenue Valmeyer, IL 62295	618-935-2240	100
St. Mary's Catholic Church	100 S. Meyer Street Valmeyer, IL 62295	618-935-2247	100
First Baptist Church	320 Covington Drive Waterloo, IL 62298	618-939-9500	100
Hecker Community Center	230 E. Washington Street Hecker, IL 62248	618-473-9955	400
Hecker Sportsmen's Club	5765 L Road Waterloo, IL 62298	618-473-2336	100
Hecker Fire House	Back & William Streets Hecker, IL 62248	618-473-2597	150
St. Augustine Church	310 N. Main Street Hecker, IL 62248	618-473-2217	50
Immaculate Conception School	321 S. Metter Street Columbia, IL 62236	618-281-5353	200
Bethany Methodist Church	1608 Hilltop Road Columbia, IL 62236	618-281-7371	40
St. Paul Lutheran	227 N. Goodhaven Street Columbia, IL 62236	618-281-4600	60
Hope Christian Church	9279 Coach Stop Road Columbia, IL 62236	618-939-9089	50

NAME OF FACILITY	ADDRESS	TELEPHONE	CAPACITY
First Baptist Church	626 West Bottom Street Columbia, IL 62236	618-281-5605	200
Columbia City Hall	208 Rapp Street Columbia, IL 62236	618-281-7144	40
American Legion #581	#1 Memorial Drive Columbia, IL 62236	618-281-5556	250
St. John's U.C.C.	208 Franklin Street Maeystown, IL 62256	618-458-6940	50
St. Patrick's Church	5675 LL Road Waterloo, IL 62298	618-458-6875	50
Zion U.C.C.	4202 Kaskaskia Road Waterloo, IL 62298	618-458-6666	50
Gibault High School	501 Columbia Avenue Waterloo, IL 62298	618-939-3883	100
Holy Cross Lutheran Church	2033 Kaskaskia Road Renault, IL 62279	618-458-6680	50
New Life Church	502 Front Street Waterloo, IL 62298	618-939-7113	50
Holy Cross Lutheran Church	5765 Maeystown Road Wartburg, IL 62298	618-939-7094	50
Human Support Services	988 North Illinois Rt. 3 Waterloo, IL 62298	618-939-4444	50
Monroe County Nursing Home	500 Illinois Avenue Waterloo, IL 62298	618-939-3488	40
Zoar U.C.C.	9103 D Road New Hanover, IL 62298	618-939-8479	50
Waterloo Fairgrounds	State Rt. 156 Waterloo, IL 62298	618-939-7796	500
St. Paul U.C.C.	200 N. Main Street Waterloo, IL 62298	618-939-7123	100
VFW Post 6504	406 Veterans Drive Waterloo, IL 62298	618-939-7999	150
S.S. Peter & Paul	204 West Mill		

Church	Waterloo, IL 62298	618-939-6426	100
St. John's U.C.C.	210 Church Street Fults, IL 62244	618-939-8681	50
Columbia High School	100 Parkview Drive Columbia, IL 62236	618-281-5001	500

APPENDIX B MASS CARE / SHELTER OPERATIONS CHECKLIST

1. IC / UC / EMA determine requirements mass care / shelter operations.

2. UC / Evacuation & Mass Care Coordinator determine which shelter(s) to open and alert / notify shelter managers.

3. PIO notifications to the public.

4. Develop a special-needs population plan. (UC & Bi-County Health)

5. Develop a transportation plan. (UC)

6. Develop a food and water delivery plan. (UC & Resource Manager)

7. Develop an animal care plan. (County Veterinarian)

8. Develop an evacuated area security plan. (Law Enforcement & State's Attorney)

9. Develop a medical care at the shelters plan. (Bi-County Health)

10. Develop a shelter(s) security plan. (Law Enforcement & State's Attorney)

11. Notify the American Red Cross. (UC / EMA Director)

HEALTH AND MEDICAL -- ANNEX H

I. PURPOSE

This annex is intended to minimize the loss of life, subsequent disability, and human suffering by insuring that timely and coordinated public health services are provided to Monroe County residents as needed due to a major natural disaster, technical incident, or other emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In the event of a national emergency, natural disaster, or a local disaster, wounded, disabled and displaced persons will have to be provided with emergency care, mental health services, and sanitation.

B. Assumptions

1. It may be assumed that there may be complete or partial disruption of the public and private sewer disposal systems and public and private water supplies within Monroe County. This disruption would create a public health hazard which would have to be eliminated to ensure public health and safety.
2. It may be assumed that disaster victims and/or emergency services personnel who report to established shelters may be in need of triage and treatment of minor injuries.
3. It may be assumed that there may be displaced persons and emergency personnel who will have to be provided with a wholesome and unadulterated food supply, portable water, and adequate basic emergency sanitation in established shelters.
4. It may be assumed that environmental conditions may exist which may be conducive to the spread of communicable disease. This may necessitate any of the following services:
 - a. Insect and rodent control.
 - b. Immunization services.
 - c. Isolation or quarantine procedures for cases of infectious disease, when indicated.
 - d. Epidemiological investigations.

5. It may be assumed that there may be a number of bodies, both human and animal, which will have to be disposed of safely and immediately to protect the public health and safety of the citizens of Monroe County.
6. It may be assumed that disaster victims, their families, and friends and/or personnel may be in need of mental health services to cope with the injuries, and/or death of individuals, and/or destruction caused by the disaster.
7. A large-scale emergency or disaster event will cause sufficient casualties and/or fatalities to overwhelm local medical, health, and mortuary services capabilities, thus requiring maximum coordination and efficient use of these resources.
8. Public and private medical, health, and mortuary services resources located in Monroe County will be available for use during disaster situations.
9. Large-scale emergencies and disasters threat situations (earthquakes, tornadoes, hazardous materials accidents, floods, etc.) may affect large areas of Monroe County, the state, or other states, requiring the use of mutual aid.
10. Public and private health and medical resources located in Monroe County generally will be available for use during situations, but many of these resources, including human resources, will themselves be impacted by the disaster.
11. Emergency measures to protect life and health during the first 12 to 24 hours after the disaster in all likelihood will be exclusively dependent upon local area resources.
12. Resources available through area and regional medical, health, and mortuary services through mutual aid agreements will be provided for use during the disaster situation.
13. It may be necessary to relocate medical facilities under austere conditions to contingency field hospitals, or to permanent or temporary buildings that will provide patients and medical staff adequate protection from the effects of the disaster.
14. Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.

III. CONCEPT OF OPERATIONS

- A. The senior paramedic will establish a medical command post and triage at the disaster site(s). If there is more than one disaster site(s), location of command posts shall be identified to all responding agencies via the common communications plan. See Annex B.
- B. The Bi-County Health Department Administrator shall be responsible for coordinating health and medical response.
- C. The Human Support Service Agency will assist with stress management for responders and victims.
- D. The Monroe County ambulance services will be the primary medical care and transport providers for the injured.
- E. The Monroe County Coroner shall maintain a standard operating procedure for the identification, transportation, and disposition of the deceased.
- F. The Bi-County Health department shall establish a holding and treatment area for the injured until transferred to area hospitals.
- G. The Bi-County Health department shall isolate, decontaminate and treat victims of hazardous chemical or infectious disease, as needed.
- H. The Bi-County Health Department shall identify hazardous chemicals or infectious disease, controlling their spread, and reporting their presence to the appropriate state or federal health or environmental authorities.
- I. The Public Information Officer will issue all health and medical advisories to the public, such as: emergency water supplies, waste disposal, mass feeding services, immunizations, disinfection, etc.
- J. The Bi-County Health Department maintains mutual agreements with other hospitals.
- K. The Region IV, Southwestern Illinois Emergency Medical Services Medical Disaster Plan details mutual aid agreements and protocols for a regional-wide medical emergency.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Chief Elected Official (CEO) requires the Bi-County Health Administrator to send a representative to the Monroe County Emergency Operations Center when notified of an emergency situations.
- B. Health and Medical Coordinator (upon activation, or upon declaration or imminent declaration of an emergency or disaster)
 - 1. Is assigned by the Bi-County Health Department.
 - 2. Reports to the Monroe County emergency Operations Center or other designated location as deemed appropriate; sends a representative to the Monroe County Emergency Operation Center if unable to report in person.
 - 3. Rapidly assesses health and medical needs.
 - 4. Oversees and coordinates the activated health and medical organizations to assess their needs, helps them obtain resources, and ensures that necessary services are provided.
 - 5. Ensures that emergency medical teams responding to a disaster site establish a medical command post.
 - 6. Coordinates with neighboring community health and medical organizations and with state and federal officials on matters related to assistance from other jurisdictions, including federal assistance.
 - 7. Screens and coordinates with incoming groups such as Disaster Medical Assistance Teams (DMAT) as well as individual health and medical volunteers; ensures that positive identification and proof of licensure is made for all volunteers.
 - 8. Maintains a patient/casualty tracing system.
 - 9. Coordinates the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
 - 10. Provides information through the Public Information Officer to the news on the media of injuries, deaths, etc.
 - 11. Ensures appropriate health and medical services information is made available to the information processing section in the Monroe County Emergency Operations Center.

12. Coordinates support to the jurisdiction's efforts to respond to inquiries from family members concerned about loved ones.

13. Serves as the Logistics Section's Medical Unit Leader in Accordance with Annex J, Resource Management.

C. Emergency Medical Services (EMS)

1. Responds to the disaster scene with emergency medical personnel and equipment.
2. Upon arrival at the scene, assume appropriate role in the incident command system.
3. Triage, stabilize, treat, and transport the injured. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
4. Establishes and maintains field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.), and radio or telephone communications with hospitals, as appropriate.
5. Directs the activities of private, volunteer, and other emergency medical units, and of bystander volunteers as needed.
6. Evacuates patients from affected medical centers and nursing homes if necessary.

D. Southern Illinois Center for Health Personnel

1. Implements internal and/or external medical center disaster plan.
2. Advises the Health and Medical Coordinator or appropriate representative in the Monroe County Emergency Operations Center of conditions concerning the Southern Illinois Center for Health.
3. Establishes and maintains field and inter-medical communications.
4. Provides medical guidance as needed to emergency medical service.
5. Coordinates with emergency medical service, other hospitals, and any medical response personnel at scene to ensure that casualties are transported to the appropriate medical facility. Distributes patients among hospitals outside the area based on severity and types of

injuries, time and mode of transport, capability to treat, and bed capacity. Takes into account special designations such as trauma centers and burn centers. Considers the use of medical center to treat less than acute illness and injuries.

6. Coordinates with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemicals or bacterial agent to other patients and staff.
7. Coordinates with other hospitals and with emergency medical service on the evacuation of patients from affected medical center, if necessary. Evacuation provisions should specify where the patients are to be taken.
8. Depending on the situation, deploys medical personnel, supplies, and equipment to the disaster sites or retain them at the medical center for incoming patients.
9. Establishes and staffs a reception and support center at the medical center for the relatives and friends of disaster victims who may converge there in search of their loved ones.
10. Provides patient identification information to the American Red Cross upon request.

E. Public Health Officer

1. Is assigned by Bi-County Health Department.
2. Coordinates all public health services in the jurisdiction.
3. Inspects for purity and usability all foodstuffs, water, drugs, and other consumables that were exposed to the hazard.
4. Provides epidemiological surveillance, case investigating, and follow-up.
5. Provides laboratory services for identification required to support emergency health and medical services.
6. Coordinates operations for immunizations or quarantine procedures, if required.
7. Establishes preventive health services, including the control of communicable disease such as influenza, particularly in shelters.

8. Monitors food handling and mass feeding sanitation service in emergency facilities, including increased attention to sanitation in commercial feeding and facilities that are used to feed disaster victims.

F. Environmental Health Officer

1. Is assigned by Bi-County Health Department.
2. Provides for the monitoring and evaluation of environmental health risks or hazards as needed and ensures the appropriate actions are taken to protect the health and safety of disaster victims, responders, and the general public.
3. Implements actions to prevent or control vectors such as flies, mosquitoes, and rodents.
4. Detects and inspects sources of contamination.
5. Inspects damaged building for health hazards.
6. Coordinates with the Water, Public Works, or Sanitation Departments to ensure the availability of potable water, effective sewage systems, and sanitary garbage disposal.
7. Coordinates with the Monroe County Animal Control Agency to dispose of dead animals.
8. Ensures that adequate sanitary facilities are provided in emergency shelters and for response personnel.

G. Human Support Services-Mental Health Agency

1. Is assigned by Bi-County Health Department.
2. Ensures that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community care-givers during response and recovery. Services may include crisis counseling, critical incident stress debriefing, information and referral to other resources, and education about normal, predictable reaction to a disaster experience and how to cope with them. There should be a capacity to provide specialized assistance for those affected by a traumatic event or who become traumatized by cumulative stress related to the disaster experience.

3. Provides outreach to identify and serve those in need of mental health support.
 - a. Coordinates with the Public Information Officer to arrange for dissemination of information to the public
 - b. Coordinates with the Mass Care Coordinator to identify shelter occupants that may require assistance.

H. Mortuary Services (Monroe County Coroner)

1. Provides for the collection, identification, and care of human remains, determining the cause of death, inventorying and protecting deceased's personal effects, and locating and notifying the next of kin.
2. Establishes temporary morgue sites.
3. Establishes and maintains a comprehensive record-keeping system for continuous updating and recording of fatality numbers.
4. Coordinates with:
 - a. Search and rescue teams, hospitals, Emergency Medical Service, and other emergency responders.
 - b. Funeral directors, morticians, and assets for transportation of deceased persons.
 - c. Other pathologists.
 - d. The American Red Cross for location and notification of relatives.
 - e. Dentists and x-ray technicians for purposes of identification.
 - f. Law enforcement agencies for security, property protection, and evidence collection.

I. American Red Cross

1. Provides food for emergency medical workers, volunteers, and patients, if requested.

2. Maintains a disaster welfare information (DWI) system in coordination with hospitals, aid stations, and field triage units to collect, receive, and report information about the status of victims.
3. Assists in the notification of the next of kin of the injured and deceased.
4. Assists with the reunification of the injured with their families.
5. Provides blood, blood substitutes, and blood byproducts, and/or implementing reciprocal agreements for replacement of blood items.
6. Provides first aid and other related medical support at temporary treatment centers, as requested, and within capability.
7. Provides supplementary medical, nursing aid, and other health services upon request, and within capability.
8. Provides assistance for the special needs of the handicapped, elderly, and those children separated from their parents, within capability.

J. Social Service Agency- Human Support Services

1. Assists in providing for the special needs of the handicapped, elderly, and children separated from their parents; also provides for special needs of orphaned children.

K. Monroe County Veterinarian

1. Coordinates with veterinarians and animal hospitals to arrange for services for animals as needed. These might include service, companion, or farm animals, wildlife, etc.
2. Coordinates with the Bi-County Health Officer on the location, collection, and disposal of dead animals.

L. Law Enforcement

1. Maintains emergency health services at jail facilities.
2. Assists Monroe County Coroner/Mortuary Services in the identification of fatalities.

3. Provides security assistance to medical facilities and to health and medical field personnel upon request.

M. Illinois National Guard

1. Provides personnel and equipment to support medical operations during disaster situations at the direction of the Governor of the State of Illinois.

N. All Tasked Organizations

1. Adhere to all professional and legal standards in the performance of duties.
2. Provide ongoing status reports to the Health and Medical Coordinator, including number of deaths, injuries, etc.
3. Provide and/or receive mutual aid in coordination with the Health and Medical Coordinator.
4. Provide information to the Health and Medical Coordinator for dissemination of public advisories as needed.
5. As needed, coordinate with other emergency health and medical services; with emergency services such as fire, police, and public works; and with the Health and Medical Coordinator.
6. Refer all media requests for information concerning health and medical status to the Health and Medical Coordinator. All other requests for information should go to the public information officer.
7. Maintain updated resource inventories of emergency medical supplies, equipment, and personnel resources, including possible sources of replacements.
8. Arrange for security to protect vulnerable work sites such as remote aid stations, temporary morgues, etc.
9. Develop plans to evacuate and/or shelter, as appropriate, patients, staff, equipment, supplies, and vehicles before, during, and after disasters.
10. Prepare detailed standard operating procedures that include, but are not limited to: call-down rosters for notifying personnel; step-by-step

procedures for performing assigned tasks; telephone numbers and addresses/locations of similar services in other jurisdictions.

11. Designate staff to perform disaster duties.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Augmentation of personnel.

- a. Bi-County Health Department Administrator will be responsible for checking credentials of all volunteer health and medical responders.
- b. Local emergency medical services personnel from medical and public health agencies and fire, police, public works, and other emergency services departments. Among these would be the general physicians, specialists (qualifications should include hospital experience in trauma/disaster medicine), nurses, laboratory and x-ray technicians, emergency ambulance crews, etc.
- c. State-employed general physicians, specialists (qualifications should include hospital experience in trauma/disaster medicine), nurses, laboratory and x-ray technicians, emergency ambulance crews, etc.
- d. Volunteer/bystander health professionals including general physicians, specialists (qualifications should include hospital experience in trauma/disaster medicine), nurses, laboratory and x-ray technicians, emergency ambulance crews, etc.
- e. Medical school residents and teaching staff from throughout the State of Illinois.
- f. Public Health Service (to include federally sponsored Disaster Medical Assistance Teams and Veterinary Medical Assistance Teams).
- g. Other volunteer medical personnel from throughout the State of Illinois.

- h. Armed Forces.
- i. Department of Veterans Affairs Clinic personnel.
- j. Volunteer medical personnel from other states.
- k. Business and industry medical departments.
- l. The Illinois Medical Emergency Response Team (IMERT) must be requested through Illinois Emergency Management Agency.

B. Logistics

1. Sources of medical supplies and equipment:

- a. Refer to the Monroe County Reference Manual for listing of pharmacies, medical clinics, and local medical suppliers.
- b. Mutual aid from hospitals outside the local jurisdiction.
- c. Natural Disaster Medical Systems (NDMS- includes United States Department of Defense, Department of Health and Human Services, Department of Veterans Affairs, and Federal Emergency Management Agency.)
Note: Local jurisdiction will work through Monroe County Emergency Management Agency and Federal Emergency Management Agency to obtain resource under the control of the state and/or federal government.

2. Acquisition of medical/health equipment and supplies

- a. The Southern Illinois Center for Health shall supply and re-supply field medical operations.
- b. The Bi-County Health department will supply and re-supply for health services.
- c. The Monroe County Coroner's Office will supply and re-supply mortuary service.
- d. The Southern Illinois Center for Health shall be responsible for its own supply and re-supply.

- e. Monroe County Emergency Management Agency maintains mutual aid agreements with neighboring hospitals.
- 3. Transportation of medical/health supplies, personnel, and equipment:
 - a. Local government-owned vehicles will provide transportation.
 - b. Public ambulance services will provide transportation services.
 - c. Water transportation will be accomplished by volunteers and milk hauling services.
 - d. The Monroe County Coroner's Office will provide transportation for mortuary services.
 - e. Volunteers with four-wheel-drive vehicles will provide transportation for medical evacuations under bad weather or terrain conditions.
- 4. Shelter and feeding of field, health, medical personnel, and patients shall be the responsibility of American Red Cross, Salvation Army, and Emergency Medical Response Groups.
- 5. Funeral Homes will serve as temporary morgues. If they are overwhelmed, Illinois Emergency Management Agency will provide temporary morgues.
- 6. The acquisition of embalming supplies, body bags, etc. for dealing with a mass fatality situation will be through Monroe County Emergency Management Agency to the Illinois Emergency Management Agency.

VI. DEVELOPMENT AND MAINTENANCE OF HEALTH AND MEDICAL ANNEX

The responsibility for revisions, keeping attachments current, and developing necessary documents for this health and medical annex belongs to Monroe County Emergency Management Agency.

VII. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Act (20 ILCS 3305/1, January 1, 2002).

C. The Federal Civil Defense Act of 1950 as adopted by the Monroe County Board of Commissioners.

D. Region IV, Southwestern Illinois Emergency Medical Services Medical Disaster Plan

VIII. SUCCESSION OF COMMAND

1. Health / Medical Coordinator

2. Public Health Officer

3. Or Public Health Designee

IX. APPENDICES: none

MORTUARY SERVICES - - ANNEX I

I. PURPOSE

The purpose of this annex is to define, outline, and describe, the role and functions served by the Monroe County Coroner's office pertaining to locating, recovering and processing fatalities that may occur during disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Provided with only minimal manpower, equipment, and resources, any unusual demand would tax the capabilities of the Monroe County Coroner's office and require augmentation from external sources.
2. Monroe County could suffer mass fatalities from a variety of natural and man-made disasters.

B. Assumptions

1. First response would be by fire, rescue, and police agencies.
2. Initial response by the Monroe County Coroner's Office would be by the coroner's staff on hand.
3. Supplemental resources would be from Monroe County and the local communities.
4. More extensive assistance for mortuary services will be expanded during a mass casualty incident if necessary and would come from other governmental entities and the private sector.

III. CONCEPT OF OPERATIONS

Under Illinois law, the Coroner is responsible for the investigation of unusual deaths. This includes identifying fatalities and arranging for the disposition of the remains. As needed, the coroner may establish one or more temporary morgues and call on those state and federal agencies which can assist in identification.

- A. The Coroner will maintain rosters of the Coroner's personnel and any volunteers that will assist in disaster operations. These will include the local funeral directors who have agreed to assist.
- B. If needed, the Coroner will establish a temporary morgue away from the disaster site.
 1. Mortuary services personnel will operate from that site, maintaining communication with the Monroe County Emergency Operations Center (EOC) by phone or radio.
- C. Morgue facilities will be provided dependent upon the location, volume, cause and weather conditions present at the time.
- D. The Monroe County Coroner is responsible for notifying his / her personnel and determining if the situation warrants 24-hour operations. If around-the-clock operations are required, the available personnel will be assigned to shifts.
 1. Staff personnel will utilize necessary resources to provide needed levels of coverage.

- E. Additional resources will be provided from such organizations as the Illinois Coroner's Association and Illinois Funeral Director's Association.
- F. Responding radiological teams from the state and federal government will be consulted to help manage the procedures required for radiological decontamination of response personnel.
- G. Mutual aid agreements have been negotiated, coordinated, and prepared. See Appendix C to this EOP's Basic Plan.
- H. Logistical support for operations will be provided through the Monroe County Emergency Management Agency or EOC.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Monroe County Coroner has developed standard operating procedures for the coordination of emergency mortuary services, the establishment and operation of temporary morgues, and the identification remains.

- 1. The standard operating procedures will be located in the Coroner's Office.
 - 2. Basic responsibilities for operations would be divided into locating, recovering, and processing areas which would be overseen by the Monroe County Coroners command structure and supplemented by police, fire, and rescue agencies, and Mutual aid augmentation resources.

- B. The responding radiological response teams in conjunction with Monroe County Emergency Management Agency, Incident Command, and the Monroe County Emergency Operations Center will make the arrangements to provide Monroe County Coroner personnel with the necessary protective respiratory devices, clothing, equipment, and antidotes for personnel to perform assigned tasks in hazardous radiological and/or chemical environments.

V. DEVELOPMENT AND MAINTENANCE OF MORTUARY SERVICE ANNEX

The responsibility for revisions, keeping attachments current, and developing necessary documents for this mortuary service annex belongs to the Monroe County Coroner.

VI. LINE OF SUCCESSION

- A. Monroe County Coroner
- B. Monroe County Deputy Coroner
- C. Designee of the Monroe County Coroner

VII. APPENDICES

- A. Pre-emergency Operations Checklist
- B. Response Operations Checklist
- C. Recovery Operations Checklist
- D. Portable Morgue Requirements

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Train assigned mortuary service response staff and voluntary augmenters to perform emergency functions.
2. Maintain personnel list and emergency response resources.
3. Update Mortuary Services Annex as needed based on emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency operations.
4. Negotiate, coordinate, and prepare mutual aid agreements.
5. Identify and make provisions to protect records or other items essential for continuing operations.
6. Develop standard operating procedures to ensure successful response during a major disaster.

7. Develop a system to track deployed resources for disaster response.

APPENDIX B.

RESPONSE OPERATIONS CHECKLIST

1. Continue training assigned mortuary service response staff and voluntary augmenters to perform emergency functions.
2. Report appropriate information to the Monroe County Emergency Operations Center during emergency operations.
3. Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for mortuary personnel to perform assigned risks in hazardous radiological or chemical environments.
4. Expand mortuary services in an emergency.
5. Designate and establish mortuary to manage organizations resources and response personnel and to maintain contact with the Monroe County Emergency Operations Center during emergency situations.

6. Provide the public information officer with necessary information.
7. Provide necessary logistical support for food, water, emergency power, lighting, fuel, etc.
8. Maintain necessary radiation exposure records for all Monroe County Coroner's personnel and required dosimeter readings.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Support cleanup and recovery operation during disaster events.
2. Decontaminate mortuary equipment.
3. Release unneeded mortuary personnel.
4. Continue mortuary services until last identification are made and remains are released to the next of kin.
5. Arrange for appropriate disposal of unidentified remains.

APPENDIX D.

PORTABLE MORGUE REQUIREMENTS

Morgue Site

Structure

- Hard weather tight structure
- Concrete Floors and floor drains
- Heat
- Lights
- Electrical
- Water
- Sanitary Facilities

Access to the building should be limited and protected from public and out of the public's view, such as:

- Fencing around the structure.

- Very few windows or doors.

The floor of the temporary morgue facility should be covered with plastic sheeting. Recommended 20 mil re-enforced sheeting that is taped or secured in one fashion to the floor and up approximately 4 foot on the sidewalls. Covering also all wall in that area.

Structure size as follows:

- 100 or less fatalities- 6500 sq. ft.
- 101 to 200 fatalities- 8000 sq. ft.
- 201 or more fatalities-10,000 sq. ft.

This structure should be large enough to have an office of administrative duties within the Morgue, but outside and out of view of the morgue operations, such as: a concrete block room inside a warehouse or warehouse with office space at one end of the building.

Electrical requirements:

Minimum of 200 amp 120/240v single phase service.

Sanitary Facility Requirements:

- Hot and cold water available. (Standard hose bibs.)
- Restroom facilities.
- Floors drains.
- Showers for emergency decontamination of personnel.

Grounds Around the Structure Requirements:

- Large enough to place refrigerated semi trailers. (approx. 40 bodies per unit)
- Fencing
- Low visibility from the public

Such as: an airplane hanger or a large warehouse inside of an industrial park.

Transportation:

Transportation of the Mobile Morgue from the airport to the temporary morgue facility.

- 40 foot semi tractor-trailer or equivalent.
- Transportation of the Set-up team.

RESOURCE MANAGEMENT & LOGISTICS - - ANNEX J

I. PURPOSE

The purpose of this annex is to provide processes, systems and procedures for the proper management of resources (people, equipment, facilities and supplies) in order to effectively respond to an emergency or disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Monroe County may experience a natural or man-made disaster which will quickly deplete the resources available to an IC.

2. ICs and / or a Monroe County UC may have to self-sustain for the first 24-72 hours of an emergency.

B. Assumptions

1. Effective resource management is critical to response and recovery operations.

2. Five key principles underlie effective resource management:

a. Advanced planning is required to develop plans for managing and using resources.

b. Use of standard processes and methods to identify, order, mobilize, dispatch, and track resources is mandatory.

c. Categorizing resources by size, capacity, capability, skill or other characteristic makes management more efficient.

d. Developing preincident agreements for providing or requesting resources is essential.

e. Effective resource management requires use of validated practices, such as management information systems.

3. Many resources provided in an emergency will come from the private sector and nongovernmental organizations.

III. CONCEPT OF OPERATIONS

A. IC (s) manage the assets they bring to the incident. Requests for additional assets that the IC cannot acquire locally through existing mutual aid agreements will be managed through the EOC.

B. The EOC / UC General Staff structure will manage all IC(s) requests for additional resources during all incidents involving multi-functional, multi-jurisdictional, and cross-jurisdictional response and recovery.

C. The Chief Elected Official (CEO) or EMA Director will activate the EOC, initiate a UC General Staff structure, and stand-up the EOC's Logistics Branch(or Section) for all incidents requiring resource management beyond the capabilities of IC(s).

D. Requests for additional resources beyond the management capabilities of the EOC / UC will be forwarded by the EOC to IEMA and the SEOC.

E. The EOC's resource management function is performed by its Logistic Branch. The branch is modular and scalable and can be expanded or contracted depending on the nature, scope and duration of the incident. Overall resource management is the responsibility of the Logistics Branch (or Section) Chief and his / her staff. See organization and responsibilities below and Appendix A to this Annex. In general, the Logistics Branch (or Section) is responsible for:

1. Identifying, inventorying, replenishing, and maintaining pre-positioned / pre-incident resources which could be called for in an incident.
2. Identifying, prioritizing, refining and validating resource requirements throughout the life cycle of the incident by accurately identifying what and how much is needed, and who, when and where it is needed.
3. Mobilizing, obtaining, tracking, setting up transport, demobilizing, reconstituting and returning resources.
4. Setting up, maintaining and managing the required facilities to support the incident. These may include: reception and marshalling centers, warehouses, staging bases, ICP (s), base camps, and landing zones.
5. Arranging for first aid and light medical treatment for first responders and personnel assigned to the incident.
6. Supplying food and potable water to personnel assigned to the incident, and arranging for food and water for disaster victims.
7. Coordinating reimbursement costs with the Finance Branch (or Section).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The EMA Director will pre-designate a Logistics Branch/Section Chief (the EOC's Resource Manager). A Service Group/Branch Director, a Support Group/Branch Director, a Food Unit Leader and Deputy Leader, a Supply Unit Leader and Deputy Leader, a Facilities Unit Leader and Deputy Leader, a Ground Transport Unit Leader and Deputy Leader, two Supply Ordering Managers, two Supply Receiving & Distribution Managers and six Facility Managers may be required upon full activation of the EOC.

B. The Logistics Branch/Section Chief will:

1. Oversee the development of processes, systems, procedures and plans to address:

- a. Uniform methods of identifying, acquiring, allocating, and tracking resources.
- b. Effective mutual-aid and donor assistance.
- c. Standardized classification of kinds and types of resources.
- d. Resources contributed by the private sector and nongovernmental organizations.
- e. Use of validated / information systems practices to perform resource management tasks.
- f. Use of pre-positioned inventories.
- g. Identification and validation of resource requirements.
- h. Initial resources mobilization notifications.
- i. Resources demobilization planning.
- j. Recovering and accounting for expendable and nonexpendable resources.
- k. Reimbursements to resource providers.

2. Develop and maintain a Resources Manual (electronic and hard copy) detailing the personnel, tools, equipment, facilities and capabilities, from the private, governmental, and nongovernmental sectors, that may be called upon to provide resources. See Appendix B to this Annex.

3. Report to the EOC when it is activated and lead the logistics operation. The Resource Manager (Logistics Branch / Section Chief) will stand-up / activate a size and level of logistics organization commensurate to the needs of the incident.

4. Maintain a Unit Activity Log (ICS Form 214)

5. Participate in the development of the IAP, then provide recurring estimates on Logistics Sections requirements for each operational period.

C. The Service Group/Branch Director will:

1. Assist the Logistics Section Chief in the development of processes, systems, procedures and plans for overall section operations. Develop SOPs and checklists for the operations of all personnel and functions.

2. Report to the EOC when it is activated. Review the IAP. Recall Unit Leaders as required. Organize, prepare assignments, and coordinate the activities of Medical Unit and Food Unit as required.

3. Serve as the Logistics Section Deputy Chief as required.

4. Maintain a Unit Activity Log (ICS Form 214).

D. The Medical Unit Leader of the Service Group/Branch is the designated Bi-County Health Department representative to the EOC. The Medical Unit Leader will:

1. Report to the EOC as required.

2. Develop the Incident Medical Plan if required. (ICS Form 206)

3. Arrange for the provision of first aid, light medical treatment, and stress management measures for first responders and personnel assigned to the incident.

4. Perform the duties detailed in Annex H, Health and Medical.

5. Maintain a Unit Activity Log (ICS Form 214)

E. The Food Unit Leader of the Service Group/Branch will:

1. Report to the EOC as required.

2. Organize the supply of food and potable water for all first responders and personnel assigned to the incident, and all incident victims who have been placed in shelters.

3. Maintain a Unit Activity Log (ICS Form 214).

F. The Support Group/Branch Director will:

1. Assist the Logistics Section Chief in the development of processes, systems, procedures and plans for overall section operations. Develop SOPs and checklists for the operations of all personnel and functions.

2. Report to the EOC when it is activated. Review the IAP.

Recall Unit Leaders as required. Organize, prepare assignments, and coordinate the activities of Supply Unit, Facilities Unit, and Ground Transport Unit as required.

3. Serve as the Logistics Section Deputy Chief as required.
4. Maintain a Unit Activity Log (ICS Form 214).

G. The Supply Unit Leader will:

1. Report to the EOC as required. Recall to the EOC supply managers.
2. Supervise the ordering, receiving, storing, maintenance, inventory, distribution, and servicing of all personnel, equipment, and supply resources requested by the incident management team (IC(s) / UC).
3. Validate and prioritize all resources requested.
4. Oversees a resources data base (RDB) detailing all resources ordered, received, deployed, demobilized and returned during the incident.
5. Maintain a Unit Activity Log (ICS Form 214)

H. The Ordering Manager of the Supply Unit will:

1. Place all orders for people, equipment, and supplies for the incident.
2. Identify time requirements and delivery points for all resource orders.
3. Input to the RDB all resources requested, to include:
 - a. Who ordered it/ who wants it
 - b. Who was it ordered from and when was it ordered
 - c. Where is it to go and when is it to get there

I. The Receiving & Distribution Manager of the Supply Unit will:

1. Receive reports from facility managers on the arrival of requested resources.
2. Working with the Ground Transport Support Unit Leader distribute resources as required by the IC(s) / UC.

3. Input to the RDB the disposition and location of all resources received.

J. The Facilities Unit Leader will:

1. Determine requirements for satellite facilities to support incident management. These include: ICP(s), reception center(s), marshalling center(s), warehouse(s), base camp(s), staging base(s), and landing zone(s) and airport(s).
2. Mobilize and dispatch facility managers to all required satellite facilities.
3. Oversee and manage facility managers.
4. Maintain a Unit Activity Log (ICS Form 214)

K. Facility Managers will:

1. Report to their facilities as required and report to the Facilities Unit Leader their requirements to make their facilities fully operational.
2. Report to the Receiving & Distribution Manager the arrival and departure of all resources.
3. Manage the requirements of their facilities.

L. The Ground Transport Support Unit Leader will:

1. Manage the employment of all transportation support vehicles. Transportation support vehicles are all vehicles not used tactically by the IC(s) / UC.
2. Maintain a support vehicle inventory (ICS Form 218).
3. Manage the use of vehicles in support of the Supply Distribution Manager.
4. Manage transportation services at the request of the IC / UC / EOC.
5. Manage the requirements for the fueling, maintenance and repair of all vehicles, including tactical, during the incident.
6. Maintain a Unit Activity Log (ICS Form 214).

V. ADMINISTRATION AND LOGISTICS: normal

VI. DEVELOPMENT AND MAINTENANCE OF RESOURCE MANAGEMENT ANNEX: The EMA Director and the Logistics Section Chief are responsible for developing and maintaining this Annex.

VII. SUCCESSION OF COMMAND

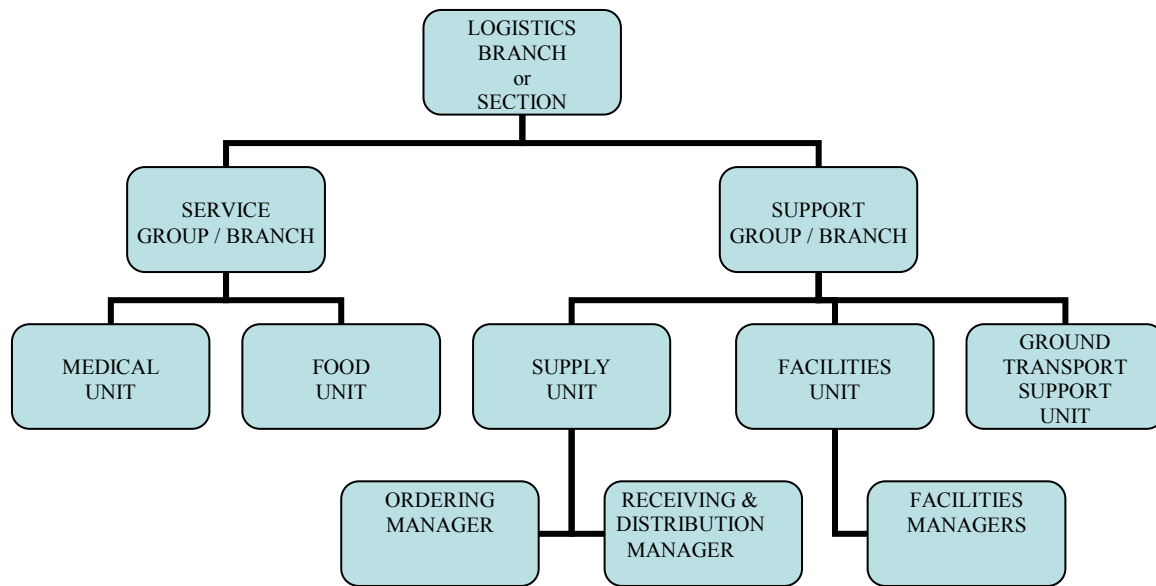
1. The Logistics Section Chief
2. The Support Branch Director
3. The Service Branch Director

VIII. AUTHORITIES AND REFERENCES: The National Incident Management System

IX. APPENDICES

- A. Resource Management Organization
- B. Resources Manual Outline

APPENDIX A RESOURCE MANAGEMENT ORGANIZATION



APPENDIX B

SUGGESTED RESOURCE MANUAL CONTENTS

Airports, Amateur Radio Operators, Boats, Bulk Milk or Water Truck Operators, Busses, Building Inspectors, Churches, Contractors, Coast Guard, Cave Rescuers, Dentists, Drivers, Doctors, Day Care Centers, Electric Companies, Electric Contractors, Funeral Homes, Gas Companies, Generators, Grocery Stores, Heavy Equipment Operators, Horsemen with Horses, Hospitals & Clinics, HAZMAT Response Services, Hotels & Motels, Kennels, Lumber Companies, Media Resources, Medical Supplies, Movers, Nurses, Nursing Homes, Newspapers,

Pest Controllers, Pharmacists & Pharmacies, Plumbers, Pilots, Psychologists, Quarries, Refrigerated Trucks, Railroads, Schools, Service Stations, Snow Mobilers, Social Workers, Supermarkets, Sandbags, Scuba Divers, Senior Citizen Centers, Shelters, Search & Rescue Teams and Dogs, Surveyors, Tow Trucks, Toilets (portable), Telephone Companies, Trash & Tree Removal Services, Trucking Companies & Services, Vehicles (ATV & 4-wheelers), Veterinarians, Well Drillers, Water Haulers, Welders, Wheelchairs, Wrecking Companies.

HAZARDOUS MATERIALS - - ANNEX K

Hazardous materials emergency planning and response continues to be of concern to Monroe County officials. In a hazardous materials emergency, all departments of Monroe County government along with local government and the chemical industry must work together to protect the public and bring the incident to a close as soon as possible. Monroe County Emergency Management Agency will be the lead agency for hazardous materials emergency planning. The local fire department that provides fire protection to the area in which the incident occurs will be the primary agency responsible for response activities.

I. PURPOSE

The purpose of this annex is to identify those agencies and emergency plan annexes that would provide a system of standardizing and coordinating a response to a hazardous materials emergency in Monroe County. These systems include, but are not limited to, control of the scene, fire suppression, fire prevention and evacuation of affected areas. Many actions listed in this hazardous materials annex are addressed in detail in topic specific annexes located in this Monroe County emergency operations plan. The information in this annex is intended for quick reference and the use of other annexes is highly recommended. Chemical safety is a technical area requiring that all departments plan and train in advance to protect the first responder and the public.

II SITUATIONS AND ASSUMPTIONS

A. Situation

1. Monroe County has exposure to a wide range of chemical substances due to the agricultural, industrial and residential blend of the county's make-up. Large numbers of hazardous materials are transported, stored, manufactured and used with the county.

2. Monroe County has several state highways, state routes 3, 156, 159 and 158 all of which are transportation routes for hazardous materials. Federal Interstate 255 located in the northern part of Monroe County for a distance of five miles, is primary east-west transportation route for all kinds of chemicals and hazardous materials. Monroe County is also served by the Union Pacific Railroad.

B. Assumption

1. The first response agency to a hazardous materials emergency in Monroe County will be either the city police, the Monroe County sheriff's deputies, or local fire department that serves the area that the hazardous materials incident has occurred in. Additional resources can be requested by the on-scene commander as needed. The procedure for requesting additional assistance is spelled out later in this hazardous materials annex (Procedures for Requesting Hazardous Materials Incident Assistance.)

III. CONCEPTS OF OPERATIONS

A. The chief elected official, the Monroe County Board Chairman, is responsible for ensuring that the emergency/disaster response is effective. As designated in the Monroe County Emergency Operations Plan, Monroe

County Emergency Management Agency shall be the coordinating agency for all planning and response to hazard chemical incidents.

B. The fire department that serves the area that the hazardous materials incident has occurred in has been identified as the “Lead Response Agency” for hazardous materials emergencies.

C. In the event of a major hazardous materials emergency, state and/or federal agencies may be called upon of assistance and support. Monroe County Emergency Management Agency shall be the “Coordination Agency” ensuring that proper notifications are made and assisting the chief of the lead agency.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Monroe County Board Chairman designates the fire chief of the department in which the hazardous materials incident has taken place as the responsible party for directing the overall response to a hazardous materials emergency in Monroe County. In a major incident the fire chief will receive support from the Monroe County Emergency Operations Center to carry out protective actions, as soon as the Monroe County Emergency Operations Center could be activated. Fire service, law enforcement, emergency medical services, highway department, health department and Monroe County Emergency Management Agency will coordinate their efforts to provide safety to the public in the event of a hazardous materials incident. These departments will also provide their resources and personnel to the fire chief to obtain the most effective emergency response.

V. DIRECTION AND CONTROL:

The fire chief of the impacted fire district, assisted by the Monroe County Emergency Management Agency coordinator and other appropriate persons, will make all major decisions regarding the response to a chemical emergency. In a large scale emergency, an incident command post will be established at or near the scene. In an event that would severely impact the community, the Monroe County emergency operations center would become activated and predesignated county officials and officials from volunteers groups would report to the Monroe County Emergency Operations Center to support field operations. The overall decision making process would then be transferred to the Monroe County Emergency Operations Center staff. The on-site incident commander (chief) would retain all the decision making authority for on-scene response operations, supported by the staff in the Monroe County Emergency Operations Center. Other annexes of the Monroe County Emergency Operations Plan shall be activated as needed, to support this chemical annex.

VI. DEVELOPMENT AND MAINTENANCE OF HAZARDOUS MATERIALS ANNEX

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for this hazardous materials annex belongs to the Local Emergency Planning Committee chairman.
- B. The responsibility for revisions and maintaining standard operating procedures belongs to the emergency response groups.

VII. SUCCESSION OF COMMAND

The line of succession for Hazardous Materials Emergency Command shall be:

1. Fire Chief of Impacted Area
2. Assistant Fire Chief of Impacted Area
3. Ranking Fire Officer on Site (Incident Command)

The fire chief of the impacted area may transfer the incident command if he so desires.

VIII. APPENDICES

- Appendix A Monroe County Hazardous Materials Assistance Plan
- Appendix B Response Operations Checklist
- Appendix C Regulated Facilities and Coordinators
- Appendix D Facility Personnel Immediate Action Plan

APPENDIX A MONROE COUNTY HAZARDOUS MATERIALS ACCIDENT ASSISTANCE PLAN

ASSISTANCE PLAN

This plan is prepared with the belief that it will be of use to all persons who have occasion to handle explosives or dangerous articles and certain other materials having unusual hazards while

they are in transportation or when they become involved in fires, derailments or other accidents resulting in container failure.

The information presented in this document was developed to provide a guide on actions to be taken to minimize the immediate hazard impact of spills encountered in the bulk transportation of certain selected hazardous materials.

This should be used as a guide for emergency personnel to protect themselves and the general public against hazardous materials, to identify hazardous materials, and in case of accident or spillage, the proper agencies to contact to get assistance in the cleanup and removal.

Since many hazardous materials may react differently under a given circumstance, additional safety precautions may be necessary.

In all incidents where industrial chemicals, explosives, or flammable liquids are involved, the Monroe County Emergency Management Agency should be notified without delay. This agency has been designated by Illinois law (PA 84-852) as lead planning and coordinating agency for Monroe County.

Monroe County Emergency Management Agency also will be the point of contact on a 24-hour basis for notification of the Local Emergency Planning Committee for Section 304 (b) (1) Title II, SARA 1986. Notifications pursuant to Section 304 (b) (1) shall be made to any public service agency for an incident occurring in Monroe County Emergency Management Agency with a priority over all other agencies.

Concurrent notification to the appropriate fire service and implementation of the Title III call list will be made.

DEFINITIONS

A hazardous material in any element, compound, or combination thereof, which is flammable, corrosive, detonable, toxic, radioactive, and oxidizer, or etiological agent, or is highly reactive and which, because of handling, storing, processing, packing, may have detrimental effects upon operating and emergency personnel, the public, equipment, and/or the environment.

FLAMMABLES- Those material which are readily available in their designated operational state or when inadvertently released in the atmosphere is liable to cause fires through friction, absorption of moisture, spontaneous chemical changes retained heat, or which can be readily ignited.

DETONABLE- Those materials which when subjected to heat, shock, friction, or electrical discharges may violently decompose creating shock waves.

TOXIC- Those material which, when released into the environment, have the capacity to be detrimental to man/or animals when sufficient quantities of the materials are ingested, absorbed through the skin and/or inhaled.

CORROSIVE- Material which have the capacity to disintegrate or otherwise destroy living tissue, or will materially damage structures, vehicles, cargo, or other containers, or that are likely to cause fire when in contact with organic matter or with certain materials.

OXIDIZERS- Agents which, when released with any element, compound, or combination thereof, have the capacity to cause fire or explosion, by yielding oxygen readily to stimulate the combustion of organic matter.

RADIOACTIVE- any materials or combination of materials that spontaneously emit ionizing radiation.

HIGH REACTIVE- Any element, compound or combination thereof which when mixed with certain other elements, compounds, or combination thereof, has the capacity to spontaneously ignite, explode polymerize, or generate toxic and/or flammable gases.

CRYOGENIC-Extremely low temperature normally gaseous material transported as a liquid. Maintained in liquid form by low temperature rather than pressure.

ETIOLOGIC- Infectious materials, Substances containing disease-producing micro-organisms, including bacteria viruses and biological preparations of pathogenic organisms affecting humans, animal life, and plants.

HAZARDOUS MATERIALS INCIDENT

An occurrence which results in the loss of control of a hazardous material or materials. The loss which produces an actual or potential threat to life or health and property.

TYPES OF INCIDENTS

Railroad, Motor Vehicle, Shipping, Pipeline, Industry and Aircraft.

SITUATION

Material which are potentially hazardous to the public health and safety are becoming more common in their use in commerce and industry. As a consequence, the existent possibility of an incident resulting in the loss of control of these hazardous substances becomes more likely. It is therefore incumbent upon government, and industry to competently perform their role as protector of public health and safety, to organize their resources and coordinate responses in a manner which will minimize their potential threat. It is the fulfillment of this cooperative between government and industry that this plan is directed toward the response requirement of Title II SARA 1986.

PURPOSE

This plan is intended to serve as:

1. An elaboration of the hazardous materials incident assistance resource available through the participating agencies.
2. The procedure by means of which the participating agencies can be asked to provide such assistance.
3. A guide for first on-the-scene-total emergency service personnel.
4. A procedure to enable local authorities to secure emergency assistance.

Separate sections pertinent to the achievement of each of these purposes next appear

HAZARDOUS MATERIALS INCIDENT ASSISTANCE RESOURCE

Each of the several participating agencies poses resources, both in terms of the expertise of their personnel and in specialized equipment, which are valuable assets in coping with a hazardous materials incident. The following summary of those resources, by agency, indicates the scope of available assistance and serves to define, in a general way for each participating agency, the particular types of incidents to which its resource are appropriate.

The equipment list is on file in the Emergency Management Agency reference manual location in the Emergency Operation Center Office in the Monroe County courthouse.

A. Monroe County Emergency Management Agency (EMA)

Emergency equipment possessed by this agency includes portable devices for the detection of Alpha, Beta and Gamma and neutron radiation. Portable radios, emergency lighting and radio equipped command post capability along with necessary maps, reference documents, and computer support are available. The Monroe County Emergency management Agency staff works from 8:00 AM to 4:30 PM Monday through Friday. After hours and holidays it may be reached by its 24-hour telephone number 618-939-8651.

B. Fire Department

The fire department of the cities of Columbia, Waterloo, Valmeyer, Hecker, and Maestown and the respective fire protection district and/or villages of Monroe County, have been designated as the first responders for hazardous materials incidents in their areas or responsibility as prescriber in Il PA 84-852 and Title III SARA 1986.

C. BI-County Health Department

This department employs personnel knowledgeable in a number of public health related fields, environmental health inspectors, public health sanitations, etc. this department is also a source of expertise in other areas related to hazardous materials and industrial hygiene. Information is available regarding toxic materials, their properties and the necessary procedure to be followed to control public exposure to contamination,

D. State, County and Local Police

Available emergency assistance includes:

1. The furnishings of traffic signs.
2. Being responsible for rerouting of traffic.
3. Securing area prescribed by the Fire Scene Commander, or Emergency Management Agency Coordinator and permit no entry to the area, including the press, without permission of the Fire Scene Coordinator or Emergency Management Agency Coordinator (4) assisting in notification of residents, and other members of the public in the area, if evacuation of the area is required.

TASKING OF PARTICIPATING AGENCIES

- A. The prime responsibility for the control of hazardous materials rests ultimately with the owner, user, shipping agent, carrier, or other individual in whose custody the material has been placed for shipment or use. In the event of an incident resulting in a loss of control of any hazardous material which is beyond the capability of those primarily responsible to recover or adequately contain it, or incidents which any item listed in Appendix A of 40 CFT Section 355 dated April 22, 1987, the notification procedures established in the Illinois Hazardous Material Act (PA 79-1442) and Section 304 (b) II SARA 1986 will apply.
- B. Since, in a given emergency situation, the repertoire of possible responses can be large, involving several organizations, and interactions necessary to secure delivery complex, it is essential that adequate control be exercised over the commitment of these resources so that only their prompt and sufficient application is assured but that economy of effort is realized as well,. Such control will be provided through implementation of this policy, mutually agreed to by the participating agencies, establishing the means by which each may be tasked to develop resources.
- C. It shall be the responsibility of the Coordinator of the Monroe County Emergency Management Agency (EMA) hereafter referred to as the Coordinator to coordinate

the response of participating agencies to any hazardous material incident assistance request.

- D. Upon notification of an emergency transmitted through the notification procedure, the Monroe County Emergency Management Agency Coordinator shall place a request for services on the appropriate agencies. From that time and throughout the period of the response, the Coordinator shall be responsible for the coordinating activities undertaken, and to provide logistical support for the responding agency or agencies. The Monroe County Emergency Management Agency Coordinator shall ask participating agencies according to their capabilities to respond to the particular emergency situation or to support the emergency operation of others. It shall be the further responsibility of the Monroe County Emergency Management Agency Coordinator to coordinate the emergency assistance activities with local authorities and participating agencies.
- E. To facilitate the prompt and appropriate application of resources and to establish guidelines for internal procedures for tasking. Each participating agency shall develop and publish procedures governing the means and extent of commitment of its resources and assigning responsibility to specific individuals for the direction of emergency assistance operations, it will be the further responsibility of those designated by each participating agency to keep the director informed of all changes in the availability of resources or in the ability to deliver them on call.

EXPENSES AND LOSSES

- A. Each participating agency shall bear and pay all its own administrative and operational costs and expenses of whatever nature and type, including but not limited to, salaries, retirement, workmen's compensation, etc., incurred in performing emergency assistance pursuant to the Memorandum of Understanding..
- B. Any repair or replacement costs and expenses incident to loss of property or equipment belonging to a participating agency shall be borne and paid by such agency. This is not to preclude reimbursement to any participating agency or group, by any receiving agency or group, or their insurance agencies or companies. Such reimbursement shall be subject to negotiation between the concerned parties.

EMERGENCY PROCEDURES STATE, COUNTY AND LOCAL AUTHORITIES

When an incident occurs involving hazardous materials, the following action guideline should be adhered to:

- A. Immediately contact the Monroe County Emergency Management Agency (EMA) - call 939-8651 (24-hour service). Hazardous material incident, regardless of the magnitude, should be reported to Monroe County Emergency Management Agency.

- B. The hazardous substance(s) involved should be specifically identified by the facility emergency coordinator or through examination of the UN number in the vehicle or railcar placard, or accompanying shipping documents, interrogation of the owner, user, or carrier personnel.
- C. Major consideration, commensurate with personal safety, at the scene of an accident shall be saving or protection of human life. Property shall be safeguarded insofar as is practical.
- D. Keep the public as far from the scene as is reasonably possible by establishing and marking off a security area. Prevent souvenir hunting and handling of accident debris. In case of a nuclear shipping incident, keep the public at least 5000 feet away.
- E. Isolate for further examination those persons who may have had contact with any hazardous materials. Obtain names and addresses of those involved.
- F. Remove injured persons from the area affected by the accident with as little direct personal contact as possible; the seriously injured should be sent at once to the nearest emergency room for treatment. If there is reason to suspect that the injured have been contaminated by hazardous material, necessary documentation procedures should be followed and the responding ambulance crew and the emergency room personnel should be so notified.
- G. If hazardous material accidents involve fire, keep upwind whenever possible. Treat all fires as involving toxic chemicals. Keep out of the smoke, fumes, or dust resulting from the hazardous materials accident. Do not handle material suspected of contamination until it has been examined and released by a person properly identified as qualified to do so.
- H. In the event of a hazardous materials vehicular incident, detour all traffic around the accident scene to prevent the dispersion of any hazardous contaminants.
- I. Do not eat, drink or smoke in the hazardous material accident area. Do not use food or drinking water that may have been in contact with materials from the accident scene.
- J. Limit actions to those which are known to within your competence. Request emergency assistance promptly when the need is seen or can be anticipated.
- K. Care should be exercised to insure that information is released to the public and the news media only through the responsible official at the scene. Such control is necessary to eliminate speculation and misinformation from being disseminated. See Annex D Public Information of this Monroe County Emergency Operations Plan.

PROCEDURES FOR REQUESTING HAZARDOUS MATERIALS INCIDENT ASSISTANCE

TITLE III- Emergency Planning Community Right to Know Act of 1996, mandate the formation of a Local Emergency Planning Committee (LEPC) to approve the Emergency Operations Plan of the local Planning District (county) for response to an incident involving any item listed in Appendix A of 40 CFR Section 355, dated April 22, 1987. Illinois Revised Statutes PA 79-1442, PA 79-1084, PA 84-852, and PA 85-1027 also mandates Emergency Management Agency coordination of emergency response. Therefore the response procedures for any hazardous materials incident will be basically the same. The difference will be primarily in the reporting requirements. The extent possible the initial communication should include the following information.

1. Name, location and telephone number of the person, asking the request.
2. Name of owner, user or carrier in possession of the hazardous material involved.
3. Proper name, UN number or description of the hazardous substance(s) involved.
4. Description of the incident:
 - a. Nature of the incident.
 - b. Estimate quantity released into the environment.
 - c. Time and duration of the release.
 - d. To what was the substance released (air, water, soil)
 - e. Location of the incident.
 - f. Extent of injuries, if known.
 - g. Status of treatment of injured and present location.
 - h. Description of the present/potential hazard to the public.
 - i. Local actions which have been/are anticipated to be taken.
 - j. An indication of whether the substance is listed in Appendix A of 40 CFR Section 355, dated April 22, 1987.

Hazardous Material Incident Assistance Phone Numbers

Chemtrec

1-800-424-9300

East West Gateway 1-314-421-4220

Monsanto Chemical 1-314-694-8284

Metropolitan Disaster Resource Council- Mutual Aid Agreement- See Emergency Operations Plan Resolution 88-36 in the Legal Authorities Section of this Monroe County Emergency Operations Plan.

NOTIFICATION

Upon notification of a hazardous materials incident or toxic spill, the Monroe County Emergency Management Agency Coordinator will immediately verify that the chief of the fire district in which the incident has occurred has been notified. The Monroe County Emergency Management Agency call list will be initiated. The Monroe County Emergency Management Agency fire coordinator will be notified by the Monroe County Emergency Management Agency Coordinator of all hazardous material incidents in Monroe County. The "On-Scene Coordinator" will establish communications with the Monroe County Emergency Operations Center. All reports and/or requests for support will be channeled through the Monroe County Emergency Management Agency Coordinator or Monroe County Emergency Management Agency Fire Coordinator.

All public warnings will be issued by the chief executive officer and public information office of the effected area, and coordinated through the Monroe County Emergency Operation Center.

APPENDIX B RESPONSE OPERATIONS CHECKLIST

1. Following the occurrence of a major hazardous material emergency situation, advise the dispatcher to notify police, fire and Monroe County Emergency Management Agency of the situation.
2. The fire chief shall:
 - A. Make an initial survey of the scene.
 - B. Determine the material involved.
 - C. Determine the healthy/safety hazard to the public.
 - D. Determine the location of threatened or potentially threatened segments of the population.
 - E. Determine presence of smoke, fumes, fire, leaks.

- F. Determine the overall condition of the container.
- G. Determine the hazard to the environment.
- H. Determine the wind speed and direction and air temperature.
- I. Determine the surrounding terrain including waterways.
- J. Determine if and where diking operation are needed.
- K. Determine if any rescue operations are needed or are possible.
- L. Determine proper protective equipment needed for safe approach.

- 3. Establish an incident command post.
- 4. Request appropriate county and local officials to report to the Monroe County Emergency Operations Center and Incident Command Post as appropriate.
- 5. If appropriate, augment protective measures for emergency workers and the public.
- 6. Request that a security perimeter be established around the scene.
- 7. Establish a staging area for incoming equipment and personnel.
- 8. Make periodic reports to the Monroe County Emergency Operations Center.
- 9. Direct the Monroe County Emergency Management Agency Director to make appropriate notifications of local, state, and federal agencies.
- 10. Notify the carrier of the transportation accident. Or the place manager of a fixed facility through the dispatcher.
- 11. Contact the Monroe County State Attorney and notify on status.
- 12. Conduct other operations as needed.
- 13. Conduct decontamination operations.

APPENDIX C HAZMAT REGULATED FACILITIES & COORDINATORS

CenterPoint Energy Pipeline services Derickson 800-325-4005	11839 Bluff Rd. Columbia	Bob
Concrete Resources INC. 314-799-4464	1950 West Gate Dr. Columbia	Earl Parrin
Gateway FS – Chalfin Bridge Rodenberg 618-458-7211	3145 Maeystown Rd. Maeystown	Ron
Gateway FS – Warnock Rodenberg 618-458-7211	9518 B Rd. Columbia	Ron
Luhr Bros INC. 618-321-0199	250 Sand Bank Rd. Columbia	Lloyd Miller

Luhr Bros Boat Dock Facility 618-321-0199	Mississippi River Mile 165.5L	Lloyd Miller
R&M Oil and Supply INC. 618-538-5617	603 Old State Rte 3 Columbia	Dean Ramsey
Midwestern Propane Gas CO. 618-235-3232	Sportsman Club Rd. Waterloo	Stan Hess
Harrisonville Telephone CO. 618-939-6112	110 W. 3 rd St. Waterloo	John Meyer
Harrisonville Telephone CO. 618-939-6112	116 N. Main St. Columbia	John Meyer
Illinois American Water CO. 800-541-9689	13 Prairie View Columbia	Richard Reed
Mozel Columbia 800-424-9300	1900 West Gate Dr. Columbia	Jim Manahan
Amerigass Propane 618-939-8671	N. Moore St. Waterloo	Jim Tobin
Amerigas Propane 618-939-8671	State Rte 3 south	Jim Tobin
Gateway FS – Waterloo Rodenberg 618-458-7211	829 Gall Rd. Waterloo	Ron
AT&T	5879 LRC Rd. Wartburg	

APPENDIX D REGULATED FACILITY PERSONNEL IMMEDIATE ACTION PLAN

Any person observing, involved with or recognizing a discharge, release, or potential failure at any of the hazardous material or hazardous waste storage areas, or work sites, is responsible for the following actions:

1. Identify the problem to the best of his/her ability.
2. Take appropriate measures to stop and/or contain the release
3. Notify your supervisor immediately. The supervisor will immediately notify the senior management level on duty.

Senior Manager on duty is responsible to:

1. Insure the proper corrective and/or preventative actions are being taken for any release.
2. Immediately notify the Facility Emergency Coordinator or alternate as listed in the Monroe County Emergency Operations Plan.
3. Activate internal facility alarms or communications equipment as directed by the Facility Emergency Coordinator or alternate.

FACILITY EMERGENCY COORDINATOR RESPONSE PLAN

The Facility Emergency Coordinator shall:

1. In the event of an immanent or actual emergency:
 - a. Where applicable, activate internal facility alarms or communication system or direct that they be activated.
 - b. Notify appropriate state and/or local agencies in accordance with Section 304 Title II, SARA 1986.
2. Identify the character, exact the source, amount, and extent of any released material and assess possible hazards to human health or the environment that may result from the release.
3. If the release is determined to threaten human health or the environment outside the facility:
 - a. If evacuation is determined to be advisable, notify appropriate authorities below: Monroe County EMA, 618-939-8651

Remain available to assist local authorities to decide whether local areas should actually be evacuated.

If appropriate, notify the National Response Center 1-800-424-8802 and provide the following:

1. Name and phone number of reporter.
2. Name and address of facility.
3. Time and type of release.
4. Name and quantity of material(s) involved.

5. Injuries, if any.
6. Possible hazards outside facility.

HAZARDOUS MATERIAL INCIDENT ASSISTANCE PHONE NUMBERS

Chemtrec	1-800-424-9300
East West Gateway	1-314-421-4220
Monsanto Chemical	1-314-694-8284

Metropolitan Disaster Resource Council-Mutual Aid Agreement-See Monroe County Emergency Operations Plan Resolution 88-36 in the legal authorities section of this Monroe County Emergency Operations Plan.

4. Take all responsible measures necessary to insure that releases are contained, controlled, and do not recur.
5. Where the process is stopped, monitor for leaks in other equipment as appropriate.
6. Provide for proper management of recovered waste, contaminated soil, etc., from the release.
7. Emergency equipment, if used, is properly cleaned and returned to its proper location and fit for its intended use before operations are resumed.
8. Initiate the after action accident reporting requirements defined in Resource Conservation and Recovery Act of 1976 Section 265.56 (i) and (j) if appropriate.

EARTHQUAKE - - ANNEX L

I. PURPOSE

This hazard specific annex describes the actions to be taken by Monroe County to prepare for and respond to an earthquake. Earthquakes can cause extensive damage to public and private property, and can cause numerous injuries and deaths within the region. A major or damaging earthquake may require the activation of all functional annexes of emergency response operations of the Monroe County Emergency Operations Plan (EOP). This and other annexes to the Emergency Operations Plan support and expand the general concept of operations, organizations, and responsibilities of Monroe County.

This earthquake annex provides general and specific functional procedures for first responders. Major earthquakes may overburden all local capabilities and resources such as personnel, equipment, vital facilities, and supplies. These resources may also be damaged, destroyed or be insufficient to meet the catastrophe. The government of Monroe County bears the responsibility for earthquake planning, preparedness, response, and recovery.

II. SITUATION AND ASSUMPTIONS

A. Situations

1. The New Madrid Seismic Zone generated earthquakes, which may impact at least a 29 county area in Southern Illinois, is the most active fault zone east of the Rocky Mountains and has an extensive history of earthquakes, including some of the largest ever recorded. In addition, numerous counties in six surrounding states are also within this earthquake zone and are also susceptible to major damage from earthquakes. Monroe County is within this zone which is highly susceptible to damaging earthquakes and this annex is an attempt to plan and prepare for and hopefully minimize the effects of possible damaging earthquakes. See the Monroe County Local Hazard Mitigation Plan, Attachment 1 to the Basic Plan of this EOP.

The actual movement of the ground in an earthquake is seldom the direct cause of injuries and fatalities. Many injuries and casualties result from falling objects and debris as a result of shocks which shake, damage, or demolish buildings and/or other structures. The disruption of communications, power, gas, sewer, and water systems can be expected. Earthquakes may also trigger landslides which can cause extensive damage. Hazardous materials incidents also have a high probability of occurrence as a result of ground shaking from an earthquake.

Experts have estimated that enough energy has been stored to produce another earthquake of at least 6.0 to 7.0 magnitudes along the New Madrid Fault (1895 in Charleston, Missouri was the last occurrence of a 6.8 magnitude earthquake). There is also a probability of a larger than 7.0 magnitude earthquake occurring. Earthquakes of this magnitude could be felt across the United States with major direct damage in at least seven states surrounding the New Madrid Seismic Zone. There is thus a crucial need to increase the public's awareness and preparedness for the possibility of such an event in order to reduce the casualties, injuries, and damages which would result.

In the event of a major, damaging earthquake, there could be numerous bridge failures over the county's water shed system. Fire and explosions from natural gas and petroleum pipeline ruptures would increase damage, in addition to disrupting utility services. Railroads, highways, telecommunications, and electric power networks can be expected to receive damage and disruption.

B. Assumptions

1. A major earthquake or a series of quakes effecting Illinois could result in:

A substantial numbers of deaths and injuries.

Destruction of a large percentage of facilities that provide and sustain human needs.

An overwhelming demand on local and state resources.

Severe long-term effects to the general economic well-being of the region.

Major effects on local, private sector, and state initiatives to begin and sustain initial recovery efforts.

2. Due to the estimates mentioned in the Situation section, the planning in this document is accomplished assuming the occurrence of an earthquake of 6.0 to 7.0 magnitude quake which both earthquake experts and seismologists believe is highly probable in the Midwest.

3. An earthquake can occur without warning and at a time of day which could produce a maximum number of casualties. Access to and from the damaged areas may be severely restricted for hours and perhaps days. Thus, Monroe County should prepare to be self-sustaining for no less than 72 hours and possibly longer. Communications and life support systems could be severely

disrupted or destroyed. Also, earthquakes and the aftershocks may trigger fires, landslides, liquefaction, flooding, and releases of hazardous materials.

4. The damage resulting from a major or catastrophic earthquake could most likely be widespread. Seismic caused ground motions will vary within a geographical region, and so will resulting damages. There may be high concentrations of damage in some areas with only slight damages in others. A quick evaluation of areas damaged will facilitate effective responses.

5. Initial reports of the earthquake may not reflect the true nature of the problem. An objective on-the-scene evaluation and assessment must be made as soon as possible and as damage assessment teams can be dispatched.

6. Monroe County must give special consideration to urban search and rescue, debris removal, mass medical care, and public health problems. Earthquakes are different from other disasters, such as flooding or hazardous materials spills/accidents, where evacuation and shelter are primary needs. Earthquakes have a greater potential for disrupting communications than do other disasters. Earthquakes will also make the coordination of services more difficult and the acquisition of resources much more critical.

7. Resources will probably be inadequate to respond to the needs of residents after a major earthquake. Again, Monroe County officials and residents should plan to be self-sufficient for at least 72 hours after a quake. The Monroe County must establish priorities and procedures for the use of available resources, and the priorities for the restoration of utilities, communications, and transportation networks.

8. A major or catastrophic earthquake will most likely result in a quick Proclamation of State of Emergency first by the Monroe County Commissioners then by the Governor of the State of Illinois, and followed later by a Presidential Disaster Declaration. This will allow state and federal life support and emergency response operations to begin. Resources may not be available in any large quantities for the first 72 hours, and even then may be insufficient to meet Monroe County needs.

III. CONCEPT OF OPERATIONS

A. This hazard specific annex anticipates that if an earthquake is strong enough to cause extensive damage, effected residents and emergency personnel will experience it first hand. As soon as the initial shaking stops, damage assessment personnel will make an initial survey of the damage in Monroe County and report to the appropriate officials.

1. As reports of damages are received, officials will follow established procedures. If serious damage occurs in an area between jurisdictions, the first emergency response team to arrive is responsible for initial emergency actions.

2. Due to the nature of damages from an earthquake, local planning priorities might change. Overall, the need to re-establish reliable communications will determine if the remaining response and recovery functions can be directed and controlled adequately and appropriately. Other functions which should be given the highest priority include:

Emergency medical services.

Search and rescue operations.

Essential debris removal (i.e. major routes or critical facilities).

Evacuation of structures.

Public health.

Public works/highways.

Resource management.

B. If it is determined that residents may not return to their homes, the Monroe County Emergency Management Agency Director should be consulted so that the appropriate emergency shelter and support services can be arranged.

C. Monroe County officials should immediately notify the Illinois Emergency Management Agency (IEMA) through any means available, and provide all known information about the earthquake and periodic follow-up reports should occur. The State Emergency Operating Center (SEOC) should be kept informed of situations on site to the maximum extent possible by appropriate officials, even if local officials can handle the situation effectively. Damage assessment forms should be used for status updates and to track activities. Adequate overall record keeping of all activities should be given a high priority.

D. If the Illinois Emergency Management Agency Region 8 Coordinator, Chief Elected Official, and/or Monroe County Emergency Management Agency Director determine additional communications are required, a request for mobile equipment and operations will be considered and priorities assigned at the State Emergency Operations Center. If the area impacted is wide-spread, a Mobile

Command Post may be moved to a centralized location which may or may not be in the affected area depending on the circumstances.

E. When State of Illinois response is solicited under this annex, all primary operational decisions, to include evacuation, relocation and sheltering, debris removal and sanitation, media control or other related matters shall be a result of joint consultations and consensus decisions involving all appropriate Monroe County, State of Illinois, and Federal agencies on the scene.

F. A Joint Public Information Center should be established to coordinate the flow of information to the media and public. All public information activities should be coordinated with the Illinois Emergency Management Agency Public Information Officer or appropriate official either on the scene and/or with the State of Illinois Emergency Operations Center.

IV. ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITIES

A. The ultimate authority for emergency management in Monroe County is the Monroe County Board of Commissioners Chairman who directs emergency operations and provides official information and instructions to the public.

B. A Unified Area Command will be established in the response to and recovery from a large scale and destructive earthquake.

C. All pertinent Annexes to this EOP apply to earthquake operations. Specifically:

1. Direction and Control is addressed in Annex A.
2. Damage Assessment is addressed in Annex E.
3. Public Information is addressed in Annex D.
4. Evacuation procedures are addressed in Annex F.
5. Mass Care & Sheltering Operations are addressed in Annex G.

V. SUCCESSION OF COMMAND: Normal in accordance with EOP.

COMMUNICATIONS AND WARNING

Pre-Emergency Operations Checklist

1. Check Communications and Warning Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Identify vulnerability of communications towers used for day-to-day operations.
3. Identify Amateur radio operators with auxiliary power.
4. Identify county citizens with mobile radios and their frequencies such as contractors, farmers, and citizen band radio operators.
5. Identify auxiliary radio towers which may supplement Monroe County communications towers.
6. Inventory portable and mobile radios which will be available for use after an earthquake and their frequencies and check batteries to be sure they will maintain a charge.
7. Inventory specialized vehicles which may be needed for messenger service after an earthquake such as four wheel drive vehicles, snowmobiles for winter use and Clubs and/or individuals with horses.

COMMUNICATIONS AND WARNING

Response Operations Checklist

1. Check Communications and Warning Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Determine communications capability of normal communications systems such as tower conditions and availability of electrical power or generator supplement.
3. Determine availability of phone lines such as intact and overtaxed.
4. Notify amateur radio operators with accessory power.
5. Appoint volunteers for messenger service, if needed such as four wheel drive vehicles, horses and snowmobiles.
6. Contact Illinois Emergency Management Agency through Monroe County Emergency Operations Center to request establishment of communications in the affected area.
7. Provide for information and warning to responders of secondary effects such as aftershocks, hazardous material emergencies (spills, leaks, etc.), weakened dams and levees or loss or public water supplies or pollution of these supplies.

DAMAGE ASSESSMENT

Pre-Emergency Operations Checklist

1. Check Damage Assessment Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Assist Monroe County Emergency Management Agency Director in identification of major facilities, buildings, and structures which will require damage assessment after an earthquake has occurred. Plot these facilities, buildings, and structures on a map, if possible.

Critical facilities

- Hospitals and other medical facilities
- Emergency Operations Centers
- Critical government facilities
- Police and fire stations
- Shelter locations
- Storage facilities
- Nursing homes
- Apartment buildings
- Dams and levees
- Bridges
- Major water ways
- Hazardous material storage facilities
- Interstates and overpasses
- Proposed staging area locations and facilities
- Communications towers
- Conduits for energy and/or public service
- Electrical transmission lines
- Pipelines
- Water and sewer lines
- Any other utility lines (buried also)

3. Identify private sector personnel who may be able to perform damage assessment functions such as engineers, contractors and architects.
4. Conduct training for damage assessment teams or individuals with specialized equipment.

DAMAGE ASSESSMENT

Response Operations Checklist

1. Use ground or aerial survey to determine the scope of the damage, casualties, and the status of critical facilities.
2. Check Damage Assessment Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
3. Check pre-identified critical facilities for major damage.
4. Check utility systems to determine availability of service.
5. Coordinate with Monroe County Emergency Operations Center to deliver damage assessment information to Illinois Emergency Management Agency.
6. Activate damage assessment teams to begin survey of facilities, buildings, and structures in order to identify the facilities and areas where urban search and rescue operations are to be conducted and to establish priorities for search and rescue operations.
7. Inspect buildings and other structure to determine habitability or the need for condemnation or demolition.
8. Tag facilities appropriately to indicate their status—usable, non-usable, etc.
9. Develop centralized damage assessment coordination system with computers, standardized forms, and wall charting.

EMERGENCY MEDICAL SERVICES

Pre-Emergency Operations Checklist

1. Check Emergency Medical Services Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Estimate survivability of critical facilities such as hospitals, ambulance storage facilities, rescue equipment storage facilities, nursing homes and other critical facilities.
3. Identify location of necessary supplies, such as supply houses, military first aid supplies and Red Cross or other volunteer agencies.
4. Identify areas to be used for triage/treatment such as casualty collection points, staging areas, and location where a field hospital might be set up, if it becomes necessary.
5. Establish/update mutual aid or Memorandums of Understanding with other medical service providers.
6. Request Monroe County Emergency Management Agency Director to locate/identify specialized vehicles which may be useful in transport of patients.
7. Inventory lists of medical providers such as physicians, nurses, paramedics or emergency medical technicians, certified nurses aids, dentists and veterinarians.
8. Coordinate with the Monroe County Emergency Operations Center to provide for back-up communications.

EMERGENCY MEDICAL SERVICES

Response Operations Checklist

1. Check Emergency Medical Services Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Establish communications with available response units.
3. Establish command system for dispatch of available resources.
4. Determine availability of existing medical facilities—hospitals, etc.
5. Determine availability of alternate facilities for patients such as nursing homes, armories, warehouses or gymnasiums.
6. Implement triage operations which may include casualty collection points, staging areas for triage and airlift of critical injuries out of affected areas.
7. Activate mutual aid agreements or memorandums of understanding.
8. Inventory numbers of injured and deceased and transmit to Illinois Emergency Management Agency.
9. Work with Monroe County Emergency Operations Center to collect needed supplies and relocate these supplies, if necessary.
10. Provide for division of labor and work shifts for responders
11. Provide for debriefing and counseling of responders.

EMERGENCY MORTUARY SERVICES

Pre-Emergency Operations Checklist

1. Check Emergency Mortuary Services Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Inventory necessary personnel such as Monroe County Coroner and Deputy Coroners, morticians and funeral directors and Emergency Medical Service personnel who may assist.
3. Inventory necessary facilities which may serve as temporary morgue sites such as morgues which are presently in use, large buildings which may serve as morgues, such as gymnasiums, armories, warehouses, meat packing plants or frozen storage facilities and equipment which may be used as temporary morgue facilities such as refrigerated trucks, refrigerated tractor trailers, or unrefrigerated tractor trailers.
4. Identify sources of additional supplies such as funeral homes, funeral supply houses and Illinois Emergency Management Agency (IEMA).
5. Contact regional representative of the Illinois Coroners Association for names of coroner in jurisdictions outside of zones at risk from earthquake damage.

EMERGENCY MORTUARY SERVICES

Response Operations Checklist

1. Check Emergency Mortuary Services Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Establish system for communicating data concerning number of fatalities to Illinois Emergency Management Agency.
3. Contact regional representative of the Illinois Coroners Association for needed personnel.
4. Communicate with funeral supply houses outside of affected area for additional refrigeration equipment, if needed or contact Illinois Emergency Management Agency for assistance.
5. Communicate with funeral supply houses outside of affected area for additional resources (body bags, caskets, etc.) or, contact Illinois Emergency Management Agency for assistance.
6. If necessary, contact Illinois Emergency Management Agency IEMA for assistance in obtaining organizations, agencies, and/or team(s) qualified in body identification.

EMERGENCY OPERATIONS CENTER

Pre-Emergency Operations Checklist

1. Check Emergency Operating Center Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Estimate seismic stability of primary Emergency Operating Center.
3. Estimate seismic survivability of communications structures into and out of Emergency Operations Center.
4. Provide for stocking of food, water, and supplies for Emergency Operations Center extended operations.
5. Determine seismic survivability of utility systems serving Emergency Operations Center.
6. Provide for an alternate Emergency Operations Center in a seismically safe facility or area.
7. Develop a list of any additional supplies needed for Emergency Operations Center operations.
8. Make provisions for engineers, or other qualified individuals, to determine condition of Emergency Operations Center as a first priority after each seismic event. Aftershocks may necessitate multiple safety inspections of the Emergency Operations Center facility.

EMERGENCY OPERATING CENTER

Response Operations Checklist

1. Check Emergency Operating Center Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Assess damage to Emergency Operations Center Immediately after a seismic event. Aftershocks may necessitate multiple safety inspections of Emergency Operations Center.
3. If primary Emergency Operations Center is damaged beyond safe use, activate an alternate Emergency Operations Center as soon as possible.
4. Establish communications into and out of Emergency Operations Center such as phone lines, radio communications, facsimile machines, amateur radio operations, portable radios via car repeaters, if applicable, and computer (email, etc.).
5. If alternate Emergency Operations Center is used, provide for habitability of structure and relocation of necessary and usable supplies from primary deactivated Emergency Operations Center.

EVACUATION

Pre-Emergency Operations Checklist

1. Check Evacuation Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Determine sites which may need evacuation after major or damaging earthquake such as dams, levees, sites around hazardous materials storage sites or manufacturing facilities and buildings which are susceptible to collapse.
3. Plan for evacuation routes over roads which are expected to survive a seismic event such as secondary roads without bridges or overpasses, asphalt, blacktop, gravel roads versus concrete pavement, roads over flat land versus roads over or near hills or water storage and roads which are not near electrical transmission lines, large towers, etc.

EVACUATION

Response Operations Checklist

1. Check Evacuation Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Assess pre-determined hazards for possible evacuation conditions.
3. Determine priority routing on roads determined to be less susceptible to damage.
4. Determine warning/communications for alerting residents in affected areas.
5. Make provisions for moving residents of custodial facilities, such as hospitals and jails, following an earthquake due to structural damage from the earthquake or projected aftershocks.
6. If Monroe County shelters are inadequate, contact Illinois Emergency Management Agency to coordinate sheltering requirements with appropriate agencies—possibly outside of affected areas.

FIRE, SEARCH, AND RESCUE

Pre-Emergency Operations Checklist

1. Check Fire, Search, and Rescue Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Inventory available resources such as fire fighting equipment, rescue equipment, contractors with heavy equipment, and specialized rescue equipment such as search and rescue dogs, specialized listening equipment, mine rescue teams and the Army Corp of Engineers.
3. Establish mutual aid agreements for extra equipment and personnel resources.

FIRE, SEARCH, AND RESCUE

Response Operations Checklist

1. Check Fire, Search, and Rescue Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Inventory equipment and available personnel.
3. Determine availability of public water supply for fire fighting.
4. Utilize mutual aid agreements if necessary and possible.
5. Move all equipment from buildings to prevent additional loss from aftershocks.
6. Establish system for communicating situational reports and any requests for additional manpower or equipment to Monroe County Emergency Operations Center for relay to Illinois Emergency Management Agency.
7. Assess need for specialized search and rescue equipment and determine availability.
8. Provide for orientation of volunteers to assist in search and rescue
9. Provide for debriefing and counseling of professionals and volunteers
10. Provide for human needs of professionals and volunteers near site of fires or collapses.
11. Coordinate services of private contractors to haul water for fire fighting.
12. Notify Illinois Emergency Management Agency to request Federal resources for assistance in Fire, Search, and Rescue in affected areas.

LAW ENFORCEMENT

Pre-Emergency Operations Checklist

1. Check Law Enforcement Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Inventory equipment available.
3. Inventory personnel available
4. Survey buildings housing dispatch/communications for seismic survivability.
5. Survey communications equipment for seismic survivability.
6. Make provisions to control access into and out of earthquake damaged areas.

LAW ENFORCEMENT

Response Operations Checklist

1. Check Law Enforcement Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Determine availability of personnel.
3. Determine availability of equipment.
4. Establish communications between field units and dispatch center with systems that constitute normal operations, portable radios and repeaters in vehicles and a mobile command post, if available.

PUBLIC INFORMATION

Pre-Emergency Operations Checklist

1. Check Public Information Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Estimate seismic survivability of communications systems which are normally used to distribute public information such as television stations, radio stations and newspaper printing facilities.
3. Determine seismic survivability of emergency broadcast system.
4. Prepare statements about earthquake emergencies for distribution to public.

PUBLIC INFORMATION

Response Operations Checklist

1. Check Public Information Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOC).
2. Determine availability of communications systems.
3. Use pre-prepared messages to inform public if communications systems are available and operational.
4. Distribute warnings and advice on the continuing threats of fire, unsafe areas, building collapse, aftershocks, and other hazards.
5. Advise public of status, instructions, and special conditions. This should include possibility of aftershocks, evacuations, closed highways and safe highways, shelters open, their location, and how to get there, medical services available, locations of food and water, hazardous materials incidents, how to find out about loved ones in the affected areas, fires and other hazardous situations, need for volunteers and where they should go and need to contact persons with disabilities /handicapped.
6. Develop and distribute survival tips to the public on what to do during and immediately after an earthquake.
7. Other special instructions, information, situations.

SAMPLE RADIO MESSAGE
NO INFORMATION AVAILABLE ON EARTHQUAKE

This is _____ at
the _____ (Name)
(Location)

An earthquake of undetermined magnitude has just occurred in the _____ area. At this time we have no confirmed reports of injuries, fatalities, or damages. Police, fire, and/or other emergency response units are responding to the area. We will keep you informed and updated as reports come in.

Meanwhile, be prepared for aftershocks. If shaking begins, immediately seek shelter under a sturdy piece of furniture. If your house has been damaged do not continue to stay. After the shaking stops leave your house immediately by the safest route. If you smell gas, shut off the main gas valve. You may need to also switch off the main electrical supply to your house.

DO NOT use your telephone unless you need immediate emergency help.

**EARTHQUAKE
PUBLIC SERVICE ANNOUNCEMENT**

1. A major earthquake has occurred in the_____area. Stay tuned for further news and emergency information.
2. Do not use the telephone unless there is a serious injury, fire, or gas line leak.
3. Check your home or buildings water, gas, and electric service. If there is damage, turn them off at the source.
4. Check for injuries. Apply first aid. Do not move seriously injured persons unless they are in immediate danger.
5. Do not use matches, candles, or lighters inside.
6. Do not use a vehicle except in an emergency.
7. Check building for cracks and damage. If suspect, set up a shelter away from the building away from objects which may fall or collapse.
8. If forced to leave your home, leave a written message for other family members and/or rescue workers.
9. Be prepared for aftershocks.
10. Plan for evacuation if events make this necessary.
11. Stay calm and lend a hand to others.
12. Work with your neighbors for a quicker recovery.
13. Stay tuned to_____for further news and information.

SUMMARY STATEMENT FOR MEDIA AFTER EARTHQUAKE

At approximately _____ on _____, and earthquake of
(Time) (Date)

magnitude _____ struck the _____ area, with an
approximate epicenter at _____. Fire, police, and/or other
(Location)

emergency response units were dispatched to assess injuries, fatalities, and damages.

(If known, indicate injuries, fatalities, damages, fires, etc. reported to date)

_____ aftershocks were felt, the largest occurring at _____(time)____. No
additional

damage was reported (or specify other damages reported if known).

More than _____ police, fire, emergency personnel were called into action, and the
(Number)

staff of Monroe County Emergency Management Agency were put on emergency status
and the Monroe County Emergency Operations Center was activated and manned.

The Red Cross will be opening (or has opened) shelters at _____
(Locations)
for persons unable to remain in their homes.

At _____(time)____ on _____(date)____ the Monroe County Board of

Commissioners Chairman has proclaimed the existence of an emergency and has
requested assistance from the State of Illinois.

Damages to private and public facilities has been estimated at
\$_____.

**SAMPLE RADIO MESSAGE
UPDATE ON EARTHQUAKE**

This is _____ at the _____.
(Name) (Location)

The magnitude of the earthquake which struck the _____
area

at _____ today has been determined to be _____ magnitude.
(Time)

The epicenter has been determined to be located at _____.
(Location)

This office has received reports of _____ CASUALTIES
_____ INJURIES
_____ HOMES DAMAGED

No dollar damage amount is yet available. Emergency personnel are on the scene and are available to assist residents. (Continue with summary situation)

Aftershocks continue to be felt in the area. If you feel shaking, immediately seek shelter under a sturdy piece of furniture or other object .

DO NOT use you telephone unless you need immediate emergency help.

PUBLIC HEALTH

Pre-Emergency Operations Checklist

1. Check Public Health Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Develop educational materials to inform public about public health considerations after an earthquake such as water storage and purification, kinds of food to store, preparation, and contamination and storage of emergency safety supplies, etc.
3. Identify potential health hazards which under normal circumstances would be considered safe such as containers, pipelines, shipping, and hazardous substances.

PUBLIC HEALTH

Response Operations Checklist

1. Check public health annex's response operations checklist in basic section of Monroe County Emergency Operations Plan (EOP).
2. Determine availability of personnel.
3. Determine availability of equipment.
4. Determine condition of public water supply.
5. Determine conditions of food distribution outlets such as public stores, restaurants, and packing, distribution facilities.
6. Provide for disease control.
7. Determine need for special testing and contact State for availability of personnel needed for such testing.

PUBLIC WORKS

Pre-Emergency Operations Checklist

1. Check Public Works Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Estimate seismic survivability of buildings housing public works functions.
3. Estimate seismic survivability of energy and utility service delivery systems.
4. Evaluate retrofit of public works structures to improve their survivability.
5. Develop resource inventories of available personnel, equipment, and supplies.
6. Determine availability of public works resources in adjoining jurisdictions.

PUBLIC WORKS

Response Operations Checklist

1. Check Public Works Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Work with damage assessment teams to determine conditions of roads, bridges, levees, other structures, etc.
3. Determine damages to public utility facilities such as above ground water storage tanks, elevated water storage tanks, buried water lines, buried sewer lines, water treatment systems and buildings which house them, sewer treatment systems and buildings which house them or any hazardous materials used in treatment systems such as chlorine gas containers and lime or such other chemicals.
4. Coordinate or assist with building condemnation and/or demolition.

SHELTER MANAGEMENT

Pre-Emergency Operations Checklist

1. Check Shelter Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Estimate seismic survivability of buildings designated as shelters.
3. Inventory shelters and establish new ones if some are no longer available.
4. Determine areas which can be used as staging areas in the event of evacuations.

SHELTER

Response Operations Checklist

1. Check Shelter Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Utilize engineers or other qualified personnel to determine seismic safety of shelters which may be needed.
3. Assess condition of areas which are to used as staging areas and accessibility into and out of these areas.
4. Reassess seismic safety of shelters after each aftershock.
5. Move shelter inhabitants into alternate shelters if required.

RESOURCE MANAGEMENT

Pre-Emergency Operations Checklist

1. Check Resource Management Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Designate a central location for information on available resources.
3. Designate a central location for receipt of incoming resources.
4. Establish resource management team and communications to handle existing and incoming resources.

RESOURCE MANAGEMENT

Response Operations Checklist

1. Check Resource Management Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Determine resources available for dissemination to Monroe County officials and Illinois Emergency Management Agency.
3. Coordinate with damage assessment teams to determine areas of most critical need and determine resources to fill those needs.
4. Inventory State and Federal resources as they arrive.
5. Arrange movement of resources as areas of critical need are determined and/or changed.
6. Assist in identifying staging areas for resource compilation.
7. Distribute existing Monroe County resources and inventory incoming resources from outside sources and/or central location.

TERRORISM - - ANNEX M

I. PURPOSE

The purpose of this annex is to describe the policies and procedures in which Monroe County will operate in the event of a terrorist incident. This annex is intended to be used as a guide for emergency response personnel to safely respond to and to protect themselves and the citizens of Monroe County from the consequences of weapons of mass destruction (WMD).

II. SITUATION AND ASSUMPTIONS

A. Situations

Monroe County is vulnerable to acts of terrorism, domestic and/or foreign. Terrorism may be directed against the population in general, a specific segment of the population, or a governmental or private organization. The incident may be explosive or incendiary devices, chemical, biological, or nuclear attacks. Local first responders will be overwhelmed by any terror incident. With the large amounts of hazardous materials being shipped on railroads and roads, the incident may reach a critical mass in a matter of minutes, and may affect extremely large areas of the county and a large percentage of the population. With the massive amount of travelers through our area, biological terrorism may enter from other attack areas outside the county.

a. Population: The Monroe County population in the year 2004 is approximately 30,000 residents. Sixty percent of the population is concentrated in the cities of Waterloo and Columbia. In addition there are two incorporated cities and villages and twenty unincorporated villages in the county containing approximately seven percent of the population. The remaining thirty-three percent of the population is rural.

Monroe County has ten schools, four nursing homes, and six child care centers. The Monroe County jail is the county's correctional facility.

Monroe County has a small population with special requirements that must be considered in a terrorism response. These include the mobility impaired, hearing impaired, blind or visually handicapped, developmentally disabled and the elderly. The Bi-County Health Department is charged with the responsibility of identifying this segment of the population and insuring that disaster services and evacuation support is available in the event of a terrorism incident.

Monroe County has a small, seasonal, migratory, Spanish speaking workforce. In an effort to communicate with these citizens, the Monroe County Emergency Management Agency Office will maintain a list of Spanish speaking residents who can be utilized as translators during an emergency.

b. Critical Infrastructure/Transportation: Monroe County has approximately 660 miles of roadways, including five miles of Interstate 255; 60 miles of State Routes 3, 159, and 158; 72 miles of county roads; and 418 miles of township roads. Detailed infrastructural information is contained in the Hazard Mitigation Plan, found as Appendix 1 to the Basic Plan of this Emergency Operations Plan.

c. Airports: Sackman Field Municipal Airport, two miles west-north-west of Columbia is the county's only airdrome. It is a VFR only airfield with 2450 feet of runway.

d. Railways: The Union Pacific Railway operates one north-south cargo rail line through Monroe County's Mississippi River flood plain.

e. Government Facilities: U. S. Post Offices are in Waterloo, Columbia, Hecker, Renault, Maeystown, and Valmeyer. A listing of Monroe County fire/rescue resources is in the Fire Service Annex of this EOP. A listing of law enforcement resources is in the Warning/Emergency Information Annex of this EOP.

f. Recreation Facilities: Both Waterloo and Columbia have smaller mall/shopping centers.

g. HazMat Facilities: See the Hazardous Materials Annex to this EOP for a listing of HazMat regulated facilities.

B. Assumptions

1. The first response to a terrorism incident is always the responsibility of local emergency response groups.

2. Emergency response groups should be aware of secondary devices in all instances.

3. A terrorism event may not be immediately recognized as an act of terrorism.

4. There will be multiple agencies involved in response to a terrorist incident. This response will include local, state, and federal resources.

5. Protective actions taken by citizens in the risk areas include in-place sheltering, evacuation, and possibly quarantine.
6. In the event of a serious incident, many residents in the risk area will choose to evacuate spontaneously and may not use designated evacuation routes.
7. 75% of the population will relocate to private homes or hotel/motel facilities. For planning purposes, mass care resources will be for 25% of the at-risk population.
8. Sewage treatment plants may have to be shut down due to biological, chemical, or nuclear hazardous materials entering into the sewage system.
9. A terrorism incident could rapidly overwhelm local resources in or around the affected area.
10. Maximum protection must be provided to all emergency response groups until the nature of the incident has been identified and a tactical response plan formulated.
11. Biological incidents may not be apparent until widespread systems appear and are identified by the hospital/public health system.

C. Terrorism Hazards.

1. Nature of the Hazard. The hazard may be chemical, biological, nuclear/radiological, and/or explosive. The hazard may also include conventional explosives, secondary devices and/or combined hazards including low-tech devices, infrastructure attacks, and cyber-terrorism.
2. WMD Hazard Agent. Weapons of mass destruction (WMD) are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals; disease organisms; radiation or radioactivity; explosion or fire. At least two important considerations distinguish these hazards from other types of terrorist tools. First, in the case of chemical, biological, and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed, and what danger is present for first responders and medical technicians. Second, although there is a sizable body of research on battlefield exposures to WMD there is limited scientific understanding of how these agents affect civilian populations.

a. Chemical. General Indicators of Possible Chemical Agent:

- i. Stated Threat to Release a Chemical Agent
- ii. Unusual Occurrence of Dead or Dying Animals
 - For example: lack of insects, dying birds
- iii. Unexplained Casualties:
 - Multiple victims
 - Surge of similar 911 calls
 - Serious illnesses
 - Nausea, disorientation, difficulty breathing, or convulsions
 - Definite casualty patterns
- iv. Unusual Liquid, Spray, Vapor or Powder
 - Droplets, oily film
 - Unexplained odor
 - Low-lying clouds/fog unrelated to weather
- v Suspicious Devices, Packages or Letters
 - Unusual metal debris
 - Abandoned spray devices
 - Unexplained munitions
- vi. Persistent Agents: Remain in the affected area for hours, days, or weeks
- vii. Non-persistent Agents: Have high evaporation rates, are lighter than air and disperse rapidly, thereby losing their ability to cause casualties after 10 - 15 minutes, although they may be more persistent in small, unventilated areas.

Chemical Agent Quick Reference:

Class	Examples	Symptoms	Treatment
Nerve Agents	Tabun, Sarin, Soman VX, Nalathion, Parathion, Sevin.	Weakness, Salivation, Miosis, Paralysis, Hipoxis.	Atropine 2-Pralidoxime
Vesicants	Mustard Gas, Lewisite, Nitrogen Mustard Gas.	Eye inflammation, Respiratory tract irritation.	Decontamination
Choking Agents	Phosgene, Diphosgen.	Tearing, Coughing, Dyspnea, Pulmonary Edema.	Supportive
Cyanide (Blood Agents)	Hydrogen cyanide (AC), Cynogen halides, (Cyanogen choloride)	Hypoxia	Nitrites
Incapacitating Agents	Quinuclidinyl benzilate, Cannabinols, Barbituates	Central nervous system alterations	Physostigmine

b. Biological. General Indicators of Possible Biological Agent Use.

- i. Stated Threat to Release a Biological Agent
- ii. Unusual Occurrence of Dead or Dying Animals
- iii. Unusual Casualties
 - Unusual illness for region/area
 - Definite pattern inconsistent with natural disease
- iv. Unusual Liquid, Spray, Vapor or Powder
 - Spraying: suspicious devices, packages or letters

Biological Agent: Quick Reference:

Agent	Class	Transmission	Symptoms	Treatment
Anthrax (<i>Bacillus anthracis</i>)	Bacteria	Inhalation of bacillus or spores	Dyspnea, Cyanosis, Pulmonary edema, Respiratory Failure	Vaccination, Antibiotics
Bubonic Plague (<i>Yersinia pestis</i>)	Bacteria	Fleas	Fever, Delirium, Cutaneous lesions	Vaccination, Antibiotics
Salmonella Species	Bacteria	Ingestion	Gastrointestinal symptoms, Fever	Antibiotics
Botulinum Toxin (<i>Clostridium botulinum</i>)	Bacterial Neurotoxin	Inhalation, Contact (skin wound)	Paralysis	Supportive
Gas Gangrene (<i>Clostridium perfringens</i>)	Bacteria	Wound Infection	Necrosis of soft tissue, Infection	Antibiotics, Surgical Debridement
Ebola	Virus (Filoviridae)	Body fluids	Fever, Hemorrhage, Convulsions	Supportive No specific treatment

C. Nuclear/Radiological. General Indicators of Possible Nuclear Weapon/Radiological Agent Use.

- i. Stated Threat to Deploy a Nuclear or Radiological Device.
- ii. Presence of Nuclear or Radiological Equipment
 - Spent fuel canisters or nuclear transport vehicles.

- iii. Nuclear Placards/ Warning Materials along with otherwise unexplained casualties.

The scenarios constituting an intentional nuclear/radiological emergency include the following:

1. Use of an **improvised nuclear device (IND)** includes any explosive device designed to cause a nuclear yield. Depending on the type of trigger device used, either uranium or plutonium isotopes can fuel these devices. While “weapons-grade” materials increases the efficiency of a given device, materials of less than weapons grade can still be used.
2. Use of a **radiological dispersal device (RDD)** includes any explosive device utilized to spread radioactive material upon detonation. Any improvised explosive device could be used by placing it in close proximity to radioactive material.
3. Use of a **simple RDD** that spread radiological material without the use of an explosive. Any nuclear material (including medical isotopes or waste) can be used in this manner.

Nuclear Agent: Quick Reference:

Agent	Particles	Intended Use	Mode of Contamination	Body Site Affected
Uranium 235 & 238	Alpha, Beta, Gamma	Reactor fuel, Nuclear weapons	Inhalation, Skin Wound	Bone
Plutonium 239	Alpha, Gamma	Reactor fuel, Nuclear weapons	Inhalation, Wound absorption	Bone
Cesium 137	Beta, Gamma	Medical & Industrial Radiation Source	Inhalation, Skin, Gastrointestinal	Total Body
Iodine 131	Beta, Gamma	Medical	Inhalation, Skin, Gastrointestinal	Thyroid
Cobalt 60	Gamma	Medical & Industrial Radiation Source	Inhalation, Gastrointestinal	Gastrointestinal

CONCEPT OF OPERATIONS

All actions involved in the response to, and recovery from a terrorism event fall into one of two categories: Crisis Management and Consequence Management, which may function consecutively or concurrently.

Crisis Management is defined as “Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve the threat or act of terrorism.”

Consequence Management is defined as “Measures to protect the public health and safety, restore essential government services, and provide emergency relief to the government, businesses, and individuals affected by the consequence of terrorism.”

Initially, Crisis Management will be implemented with Law Enforcement as the lead agency. Consequence Management will be implemented through an Incident Command System. A key concept, which forms the cornerstone of this annex is that all response operations are conducted as a crime scene, and the ultimate prosecution of the perpetrators may be severely impacted by response and recovery operations. For these reasons, the inter-relationship between Crisis and Consequence Management is critical. At any event where terrorism is suspected, an Incident Command System will immediately be established including the lead Crisis and Consequence Management agencies as well as a command officer from all other on-site responding agencies. The structure of the ICS system will constantly evolve during the course of the incident, but will always include the lead Crisis and Consequence Management Agencies.

In a terrorist incident, Federal Agencies will be involved. The Federal Bureau of Investigation (FBI) will be the lead Crisis Management Agency and the Federal Emergency Management Agency (FEMA) will be the lead Consequence Management Agency. Additional federal departments will be a part of the response. The ICS initially established will likely transition into a Unified Command System (UCS) as mutual-aid partners and State and Federal responders arrive to augment local responders. The Unified Command structure and procedures will be established to ensure an effective and safe response to the incident. Unified command is a method for all agencies or individuals who have jurisdictional responsibility, and in some cases, functional responsibility, to contribute to determining overall objectives for the incident and selection of a strategy to achieve the objectives. The UCS used at the scene will expand as support units and agency representatives arrive to support crisis and consequence management operations.

The Monroe County Board Chairperson and/or Municipal Executive Officer has the responsibility of making sure the incident response and recovery operations are effective. When necessary, department response will be prioritized with personnel and equipment deployed to the areas of greatest need, i.e., hospitals, nursing homes, schools.

If evacuation is necessary, the procedures found in the Evacuation Annex will

apply, based on the recommendation of the on-scene Incident Commander. Even if the emergency is clearly visible to residents, some may refuse to leave their homes or property. In Illinois, this is their right by law.

People who have no means of transportation or cannot leave due to ill health will be evacuated in accordance with procedures outlined in the Evacuation Annex to this EOP. The Monroe County Sheriff will provide or arrange for security in evacuated areas. The Bi-County Health Department is responsible for implementing shelter-in-place measures in cases of quarantine.

A. The function of the City and Village Law Enforcement Agencies, the Monroe County Sheriff's Department, and the Illinois State Police is to enforce and maintain all laws and emergency regulations for the protection of life and property. Acts of terrorism are to be treated as a criminal offense. If needed, an initial Law Enforcement command center may be established at the vehicle of the senior officer on scene. In the event of a terrorist emergency or disaster, the Sheriff's Deputies or the City Police Department will take a perimeter position around the area utilizing available personnel. If needed, a mutual aid request will be made to other existing agencies to ensure that their security mission can be completed. Upon recognition of a terrorist event, law enforcement agencies will immediately initiate the segregation of victims and witnesses from perpetrators. Law Enforcement agencies will be responsible for providing perimeter, external, and special facilities security. Preservation of evidence at the scene will be the responsibility of the jurisdictional law enforcement agency. Laboratory and crime scene technical assistance will be available from the ISP and numerous federal agencies. Law Enforcement agencies will assist in evacuation of the affected or at risk areas.

All terrorism related information/queries should be immediately reported to the Statewide Terrorism Intelligence Center (STIC). STIC is a joint initiative between the Illinois State Police and the Illinois Association of Chiefs of Police, in concert with their partners in the criminal justice community. STIC's continuous operation provides a centralized repository for the capture of incoming query data which is analyzed and assessed. The Assessments are then provided to law enforcement agencies throughout Illinois, Illinois Emergency Management Agency and facilitates a strong working relationship between local police officers and the FBI's Joint Terrorism Task Force. TO Contact STIC: 877- ILL- STIC: (877-455-7842)

B. The jurisdictional Fire Department will respond to the scene of the incident, but will not make entry until law enforcement agencies have secured the area. Emergency Responder safety will be held at the highest regard. The Fire Department will identify, isolate and contain hazardous material situations. If hazardous materials are found at a terrorist incident, the Monroe County LEPC Hazardous Materials Response Plan will go into effect. The jurisdictional Fire Department will be responsible for fire suppression, EMS support, as well as

urban search and rescue. Mutual aid will be requested through the jurisdictional Fire Department's normal procedures, or when necessary, through the County EOC or ESDA Coordinator. In some instances, the jurisdictional Fire Department may be the first on the scene and may be responsible for identifying an event as being caused by terrorism.

C. Upon recognition/notification of a credible terrorist event, Emergency Medical Responders, keeping in mind the possibilities of secondary devices, will take all precautions necessary to prevent/contain contamination, infection, and/ or injuries to themselves. Mass Casualty Protocols will be utilized. Emergency Medical Response personnel will assess a terrorist scene for any hazards to rescue workers, survey victims, and initiate triage setup. The highest level of EMS Provider will assume direction and control of triage and victim transport activities, with the support of fire and other emergency response personnel as needed. Emergency Medical Responders will be responsible for providing on- scene medical support of emergency responders. In the event of the presence of hazardous materials, EMS transfer protocols will go into effect. The Disaster Medical Coordinator will provide staging areas for Mutual Aid EMS Resources.

D. Memorial Hospital and Bi-County Health Department will be responsible for the detection and control of disease-causing agents. In the event of a biological release, symptoms may not become apparent until they have been identified through medical treatment. Once identified, Memorial Hospital will coordinate with Bi- County Health Department on all control aspects to prevent further infections. Upon notification of a terrorist event, they will initiate disaster plans and strengthen security measures to ensure that they do not become a secondary target site. In the event of an incident, they will be responsible for the treatment of victims, family members, and emergency response workers. Memorial Hospital will initiate mass casualty emergency triage procedures when notified of an event, and if needed, will establish temporary patient care facilities. When notified that an incident involves hazardous material, Memorial Hospital will give medical advice and support decontamination procedures. Memorial Hospital will procure and allocate medical resources required to support disaster medical care operations.

Memorial Hospital of Belleville, St. Clair County, is Monroe County's POD hospital. The June 4, 2004, State of Illinois Region IV, Southwestern Illinois Emergency Medical Services Medical Disaster Plan details all plans and procedures for responding to a medical disaster, including terrorism. The plan addresses procedures for dealing with infectious agents, multi-hazard/multi-triage incidents, incident progress monitoring, hospital security, responder safety, medical supply tracking, and a listing of locations and capabilities of all other supporting medical facilities in the region.

E. In the event of a terrorism incident, Human Support Services (HHS) will

organize and coordinate the delivery of mental health services to the afflicted area. Human Support Services will dispatch trained mental health volunteers to key sites throughout the community. Human Support Services will provide monitoring and counseling at reception centers, reunification centers, shelters, and the hospital. Human Support Services will be responsible for the organization, mobilization, and coordination of a Critical Incident Stress Team for Emergency Responders.

F. Emergency operation for Public Health services will be an extension of normal duties. One of the primary concerns of public health and mortuary personnel is disease control. This involves the detection and control of disease-causing agents, as well as the purification of water. Sanitation is a very significant aspect of public health. One primary consideration is the continuation of waste disposal under disaster conditions. The Bi-County Health Department will be responsible for directing the management, distribution, and utilization of health resources under County control or allocated by the County. The Bi-County Health Department will be responsible for collecting data related to disease outbreaks. This data will be forwarded to the appropriate state and federal agencies. The Bi-County Health Department will be responsible for issuing health instructions to the general public. They will also coordinate with other agencies to provide transportation, communication, non-health supplies, and supporting manpower.

G. The Monroe County Coroner shall assume responsibility for any deceased. The Coroner will be responsible for initiating Emergency Mortuary Services and the establishment of temporary morgue sites as directed through the Monroe County Emergency Operation Plan. When multiple deaths occur, and when requested by the Monroe County Coroner, the Emergency Mortuary Services Plan will be initiated as directed through the EOP. Under the guidance of the Monroe County Coroner, a Mortuary Response Team will be responsible for the recovery, staging, investigation and identification of remains. The Coroner will be responsible for the establishment of temporary morgue sites, as well as storage, temporary burial, and the release of the remains. Any decision to begin mass burial must be made at the highest levels of government. Their direction will be essential before such an effort can be initiated for the public health, safety, and welfare, as directed through the Illinois Funeral Directors Association Emergency Response Disaster Manual. The Mortuary Services Annex and Appendix C to the Basic Plan of this EOP list the facilities planned for the handling of mass fatalities. The Monroe County Fairground is the designated site for collection and storage of personal effects when applicable. The Monroe County Coroner will establish chain of custody protocols when merited. The Monroe County Coroner with the initial assistance of local fire departments will attempt to begin decontamination of fatalities; however, immediate assistance from IEMA and the IFDA will be requested.

H. Monroe County Emergency Management Agency (EMA), upon

notification of a Verified Terrorism event, will activate the Emergency Operations Center, making notifications as required. EMA will establish contact with higher levels of government ensuring resource availability, as well as managing strategic resources within the affected community. EMA will coordinate transportation support for evacuation, emergency workers, and response equipment while coordinating intergovernmental and inter-jurisdictional operations through the Emergency Operations Center. The Monroe County EMA Director will serve as the County Resource Manager. His responsibilities include: maintaining a list of resources available to local government during and emergency, committing all available resources necessary to protect lives, property, and to relieve suffering and hardship, and maintaining all records of resources expended. When it becomes apparent that the local resources may be inadequate to support the response, the Monroe County EMA will request assistance through the State EOC.

I. The Monroe County or City 911 PSAP will provide tactical communications to an incident scene. Communications will support interagency and intergovernmental communications, as well as acting as communication support for designated reunification and reception centers. Communications coordination and security will be handled in accordance with the Communications Annex of this EOP.

Upon request from the Emergency Operations Center, County or City 911 PSAP will activate emergency communications and warning procedures as detailed in the Warning/Emergency Information Annex of this EOP.

J. Emergency Public Information: Terrorism is designed to be catastrophic. The intent of a terrorist attack is to cause maximum destruction of lives and property; create chaos, confusion, and public panic; and stress local, State, and Federal response resources. Accurate and timely information, disseminated to the public and media immediately and often over the course of the response, is vital to minimize accomplishment of these terrorist objectives. The Monroe County public will be notified and informed in accordance with the Public Information Annex of this EOP.

To facilitate the release of information, the FBI may establish a Joint Information Center (JIC) comprised of representatives from Federal, State, and local authorities for the purpose of managing the dissemination of information to the public, media, and businesses potentially affected by the incident. An act of terrorism is likely to cause widespread panic, and on-going communication of accurate and up-to-date information will help calm fears and limit collateral effects of the attack.

K. Mass Care. The location of mass care facilities will be based partly upon the

hazard agent involved. Decontamination may be necessary, to prevent contamination of medical facilities, responders and mass care facilities. Mass care facilities in Monroe County are listed in the Mass Care Annex of this EOP. The Monroe County Sheriff will provide or arrange for security at mass care facilities. The American Red Cross will administer patient tracking and record keeping.

L. Disaster Intelligence/Damage Assessment. Upon determining that a terrorist incident is credible, the FBI special Agent in Charge (SAC), through the FBI Headquarters, will initiate liaison with other Federal agencies to activate their operations centers. The Monroe County EMA Director is responsible for Disaster Intelligence/Damage Assessment prior to the arrival of the FBI.

M. Recovery. In the event of an incident involving chemical or biological agents or radioactive materials, large areas or multiple locations may become contaminated. Decontamination may be required before buildings can be safely reoccupied and farms can again safely grow crops. Monroe County EMA will contract building decontamination services. Short-term relocation issues will be handled by Monroe County EMA and the American Red Cross. Monroe County EMA will coordinate long-term relocation issues with IEMA/FEMA. Local law enforcement agencies will police homes prior to reoccupation. Monroe County EMA has a contractor to monitor homes for suitability for reoccupation.

N. Resource Management. Resource Management will be handled in accordance with the Resource Management Annex of this EOP.

O. In the event of a terrorist event, Monroe County Highway Department and/or City Street Department will be responsible for maintaining traffic routes and debris removal. Monroe County Highway Department and/or City Street Department will clear debris from streets, roads, and other designated areas. Monroe County Highway Department and/or City Street Department will work in cooperation with the sanitary districts and the County Health Department by assisting as necessary, to protect the sanitary sewage systems and monitoring sources of potable water for any potential or possible contamination, and take any steps necessary to prevent/isolate contamination.

P. The Incident Command System shall be used.

Q. Consequence Management is the combined utilization of pre-event planning, initial response actions, and follow-up actions. It is the responsibility of participating agencies to ensure the training, equipping, and readiness of on-scene response teams. Furthermore, the Consequence Management function is the combined capability of the Emergency Operations Center and the Incident Command Post. The exchange of critical information between these facilities, e.g., request for support and coordination of key decisions will enable first response effort and support operations to be better synchronized.

R. The purpose of the Incident Command Post is to command tactical response elements deployed in large-scale emergency situations that require the commitment of significant quantities of emergency services resources. The Incident Command Post is supported by a communications system that can monitor and transmit on all City and County Emergency Services channels.

S. The Emergency Operations Center (EOC) is the focal point for coordination of policy and strategic resource requirements in support of on-scene activities and off-site protective action decisions. The EOC is managed by EMA. The EOC is staffed, as necessary, with representatives from each department and private sector organization identified in the Direction and Control Annex of the Monroe County Emergency Operations Plan.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Chief Elected Official (CEO) is responsible for the response and recovery operations to ensure a return to normalcy.

B. The functions of Law Enforcement Agencies are as follows:

1. Enforce and maintain all laws and emergency regulations for the protection of life and property.
2. Establish an Incident Command Post.
3. Assume a perimeter position around the area using available personnel.
4. Make mutual aid request as needed to Law Enforcement agencies to ensure that security mission can be completed.
5. Initiate the segregation of victims and witnesses from perpetrators.
6. Provide perimeter, external, and special facilities security.
7. Preserve evidence for later prosecution.
8. Request laboratory and crime scene technical assistance from Illinois State Police and federal agencies.
9. Determine and report suspicious activity to the State of Illinois Terrorism Intelligence Center (STIC).

10. Initiate evacuation, if needed.

C. The functions of the jurisdictional Fire Department will be as follows:

1. Identification, isolation, and containment of any hazardous material.
2. Fire suppression operations.
3. Emergency medical support.
4. Search and rescue operations.
5. Request mutual aid assistance through the proper chain of command.

D. The functions of the Emergency Medical Services are as follows:

1. Take precautions necessary to prevent, contain contamination, infection, or injuries to themselves and others involved in operation.
2. Assess the scene for hazards to rescue workers.
3. Survey victims and initiate triage setup.
4. Provide on-scene medical support.
5. Initiate victim transport activities.
6. Provide emergency medical care to emergency responders.
7. In bomb incidents, initiate "load and go."

E. The functions of Memorial Hospital of Belleville, Illinois are as follows:

1. Detect and control disease-causing agents.
2. Coordinate with Public Health on all control aspects to prevent further infections.
3. Initiate disaster plans and strengthen security to ensure that hospitals do not become secondary target.
4. Provide medical treatment to victims, families, and emergency responders.

5. Initiate Mass Casualty Emergency triage when notified of the large influx of patients to arrive.
6. Establish temporary patient care facilities.
7. Give medical advice and support on hazardous materials decontamination procedures.
8. Establish a system for monitoring the incident.
9. Provide a plan for responder safety.
10. Establish a tracking system for medical supplies.
11. Provide for isolation of contaminated patients.

F. The functions of Human Services are as follows:

1. Organize and coordinate the delivery of mental health services to the afflicted area.
2. Dispatch trained mental health volunteers to key sites throughout the community.
3. Provide monitoring and counseling at Reception Centers, Reunification Centers, Shelters, and the Hospital.
4. Coordinate Critical Incident Stress Team for Emergency Responders.

G. The functions of Bi-County Health Department will be as follows:

1. Responsible for the detection and control of disease-causing agents.
2. Responsible for sanitation and the purification of water sources.
3. Provide a means of directing the management of distribution and utilization of health resources under county control or allocated by the county.
4. Collecting data related to disease outbreaks.
5. Forwarding data to the appropriate local, state, and federal agencies.
6. Issue necessary health instructions to the general public. (See

Appendix D)

7. Coordinate with other agencies to provide transportation, communication, non-health supplies, and supporting manpower if necessary.

H. The functions of the Monroe Coroner are as follows:

1. Assume responsibility for any deceased.
2. Initiate Emergency Mortuary Services if necessary.
3. Establish temporary morgue sites as necessary.
4. Initiate the Mortuary Response Team, as needed.
5. Assume responsibility for the recovery, staging, and identification of remains.
6. Establish secondary sites for collection and storage of personal effects of fatalities, including how chain of custody protocols will be maintained.
7. Depending on the type of hazard, how fatalities will be decontaminated.

I. The functions of the Monroe County Emergency Management Agency (EMA) are as follows:

1. Activate the Emergency Operations Center.
2. Establish contacts with higher levels of government to ensure resource availability.
3. Manage strategic resources within the affected area(s).
4. Coordinate transportation support for evacuation, emergency workers and response equipment.
5. Coordinate intergovernmental and Inter-jurisdictional operations through the Emergency Operations Center.
6. Serve as the County Resource Manager.
7. Maintain a list of resources available to local government during a terrorism event.

8. Commit all available resources necessary to protect lives, property, and to relieve suffering and hardship.

9. Maintain all records of resources expended during a terrorism event.

10. Request assistance through the State EOC (1-800-782-7860) if necessary.

J. The functions of the Monroe County/City 911 PSAPs are as follows:

1. Provide tactical communications to the incident scene.

2. Support interagency and intergovernmental communications.

3. Act as communication support for designated Reunification Centers and Reception Centers.

4. Activate emergency communications and warning procedure when requested by the Emergency Operations Center.

K. Mass Care-ARC:

1. Mass care facilities are listed in the Mass Care Annex.

2. Monroe County Sheriff provides/arranges security at mass care facilities.

3. The American Red Cross provides patient tracking/record keeping.

L. Disaster Intelligence/Disaster assessment: The Monroe County EMA Director is responsible for initial disaster intelligence/damage assessment.

M. Recovery: See Concept of Operations, Paragraph M, page 23, Basic Terrorism Annex.

N. Resource Management: In accordance with the Resource Management Annex to this EOP.

O. The functions of the Monroe County Highway are as follows:

1. Maintain traffic routes and remove debris from roadways.

2. Work in cooperation with the Water & Sewage Treatment Departments and the Public Health Department by assisting to protect the sanitary

sewage systems and monitoring sources of potable water for any potential or possible contamination.

3. Take steps necessary to prevent/isolate contamination of sewage system and water resources.

VI. TERRORISM RESPONSE CLASSIFICATIONS

B. Homeland Security Directory developed the following Homeland Security Advisory System (HSAS):

1. Low Condition - Green. Low risk of terrorist attacks. The following measure may be applied:

- Refining and exercising preplanned Protective Measures;
- Ensuring personnel receive training on HSAS, department, or agency-specific Protective Measures;
- Regularly assessing facilities for vulnerabilities and taking measures to reduce.

2. Guarded Condition - Blue. General risk of terrorist attack. In addition To the previously outlined Protective Measures, the following may be applied:

- Checking communication with designated emergency response or command locations.
- Reviewing and updating emergency response procedures;
- Providing the public with necessary information.

3. Elevated Condition - Yellow. Significant risk of terrorist attacks. In addition to the previously outlined Protective measures, the following may be applied:

- Increasing surveillance of critical locations;
- Coordinating emergency plans with nearby jurisdictions;
- Assessing further refinement of Protective Measures within the context of the current threat information;
- Implementing, as appropriate, contingency and emergency response plans.

4. High Condition - Orange. High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies;
- Taking additional precautions at public events;

- Preparing to work at an alternate site or with a dispersed workforce;

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5. Severe Condition - Red. Severe Risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams;
- Monitoring, redirecting or constraining transportation systems;
- Closing public and government facilities;
- Increasing or redirecting personnel to address critical emergency needs.

VII. CHAIN OF COMMAND

A. The CEO shall be responsible for and shall have full command and control of all aspects of the emergency response to and recovery from an act of terrorism.

B. The chain of command of the emergency response groups shall be as stated in the Law Enforcement, Fire, and EMS Annexes of the Emergency Operation Plan.

C. The Incident Command system shall be used.

VIII. ADMINISTRATION AND LOGISTICS

There are many factors that make consequence management response to a terrorist incident unique. Unlike some natural disaster (floods, winter storms, drought, tornadoes, etc.), the administration and logistics for response to a terrorist incident require special considerations. For example, there may be little or no warning, immediately obvious indicators, or WMD knowledge (lead time) available to officials and citizens.

A. Administration

1. Listing of all phone numbers and radio frequencies of Emergency Response Groups can be found in the Resource Manual.

2. Information which may cause distress, panic, or may fuel rumors should be relayed to the EOC via written or personal contact, or telephone (NOT cell phones or cordless phones).

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3. Contacts of any kind with State and Federal officials should be documented in triplicate. One copy will be for the IC, one copy for the EOC, and one copy to the State or Federal entity.

B. Logistics

1. Office space for Federal and State response personnel shall be located in the Emergency Operations Center in the Monroe County Courthouse.
2. Lodging for State and Federal response personnel will be given priority in hotel/motels.
3. Office equipment and supplies for State and Federal response personnel may be acquired or purchased through ESDA.
4. All County Emergency Response Groups shall maintain an inventory of their resources.
5. ESDA maintains open credit accounts with for supplies and resources purchased through these accounts must have prior approval of the ESDA Coordinator or his designee. Such expenses shall be reimbursed to ESDA.

IX. DEVELOPMENT AND MAINTENANCE OF TERRORISM ANNEX

- A. The responsibility for revisions, and developing the necessary documents for this Annex belongs to EMA.
- B. The responsibility for revisions and maintaining terrorism response SOPs belongs to the Emergency Response Groups.

X. AUTHORITIES AND REFERENCES

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 1992).

C. The Illinois Civil Defense Act as adopted by the Monroe County Commissioners.

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D. Emergency Response to Terrorism (ERT: SS), FEMA, Emergency Management Institute self-study course.

E. Emergency Response to Terrorism: Basic Concepts, IEMA, classroom course.

XI. APPENDICES

A. Pre-incident Checklist

- A 1. Law Enforcement
- A 2. Fire Department
- A 3. Emergency Medical Services
- A 4. EMA
- A 5. 911 PSAPs
- A 6. Mental Health — Human Support Services
- A 7. Memorial Hospital
- A 8. Bi-County Health Department
- A 9. Monroe County Coroner
- A 10. American Red Cross
- A 11. Monroe County Highway Department

B. Incident Response Checklist

- B 1. Law Enforcement
- B 2. Fire Department
- B 3. Emergency Medical Services

B 4. EMA

B 5. Monroe County/City 911

B 6. Mental Health — Human Support Services

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B 7. Memorial Hospital

B 8. Bi-County Health Department

B 9. Monroe County Coroner

B 10. American Red Cross

B 11. Monroe County Highway Department/City Street Department

C. Incident Recovery Checklist

C 1. Law Enforcement

C 2. Fire Department

C 3. Emergency Medical Services

C 4. EMA

C 5. Mental Health — Human Support Services

C 6. Memorial Hospital

C 7. Bi-County Health Department

C 8. Monroe County Coroner

C 9. American Red Cross

C 10. Monroe County Highway Department

D. Sample Media Releases

D 1. Suspicious Letter

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E. Handling Unknown Substances/Packages And Biological Testing

E 1. Table of Contents

E 2. Definitions

E 3. Awareness Response Procedure

E 4. Technician Response Procedure

E 5. Specialist Response Procedure

E 6. Illinois Laboratory Guidelines for Biological Sampling

APPENDIX A PRE-INCIDENT CHECKLIST

A 1. Law Enforcement:

- Train assigned response staff and volunteer staff.
- Identify and make provisions to protect records or other items essential for continuing operations.
- Establish Standard Operating Procedures to increase readiness based on threat levels to ensure a successful terrorism response.
- Identify potential targets of terrorism within jurisdiction.
- Maintain a current inventory of all Law Enforcement emergency response resources.
- Develop a system to track resources deployed for terrorism response.
- Develop procedures for securing a terrorism scene and allowing entry to authorized personnel.

A 2. Fire Department

- Train assigned response staff and volunteer staff.
- Establish a Standard Operating Procedure to increase readiness based on threat levels.
- Identify potential targets of terrorism within jurisdiction.
- Identify and make provisions to protect records or other items essential for continuing operations.
- Maintain a current inventory of all Fire Department emergency response resources (personnel, equipment, and supplies.)
- Develop a system to track resources deployed for terrorism response.

A 3. Emergency Medical Services

- Train assigned response staff.
- Establish Standard Operating Procedures to increase readiness

- based on threat levels to ensure a successful medical response.
- Identify potential targets of terrorism within jurisdiction.
- Identify and make provisions to protect records or other items essential for continuing operations.
- Maintain a current inventory of all Emergency Medical Services emergency response resources (personnel, equipment, and supplies.)
- Develop a system of tracking resources deployed for terrorism response.

A 4. EMA

- Identify potential targets of terrorism within jurisdiction.
- Resource management.
- Train assigned EOC personnel and volunteer staff.
- Designate agencies responsible for providing resources management support.
- Develop a public information program.
- Prepare and update Resource Manual.

A 5. 911 PSAPs

- Establish a Standard Operating Procedure to increase readiness based on threat levels.
- Identify communications and warning resources available to the EOC.
- Identify and designate private and public service agencies, personnel, equipment, and facilities that can augment the jurisdiction's communication and warning capabilities.
- Plan and train personnel for maximum use of available communications and warning resources.
- Analyze equipment locations in relation to potential targets of terrorism or other hazards and disaster conditions.

- Coordinate communications and warning capabilities with neighboring jurisdictions.
- Determine condition of communication equipment and make recommendations.

A 6. Mental Health — Human Support Services

- Establish a Standard Operating Procedure to increase readiness based on threat levels.
- Train assigned staff and volunteers.
- Maintain a current inventory of Mental Health emergency response resources (personnel, equipment, supplies).
- Develop a system of tracking resources deployed for terrorism response.
- Develop procedures for accurate documentation and preservation of records of response to a terrorism event.

A 7. Memorial Hospital

- Train response staff, EMS personnel, emergency responders and local hospital staff.
- Identify and make provisions to protect and maintain records or other items essential for continuing operations.
- Establish Standard Operating Procedures to increase readiness based on threat levels.
- Identify potential targets of terrorism within organization.
- Maintain a current inventory of all emergency response resources (equipment, personnel, supplies).
- Develop a system of tracking resources deployed for terrorism response.
- Develop procedures for allocation of critical public and private medical resources required to support terrorism response operations.

- Maintain up-to-date list of personnel within organization.

A 8. Bi-County Health Department

- Train assigned response staff.
- Identify and make provisions to protect records or other items essential for continuing operations.
- Establish Standard Operating Procedures to increase readiness based on threat levels.
- Maintain a current inventory of all emergency response resources (personnel, equipment, and supplies).
- Develop a system of tracing County Health Department resources deployed for terrorism response.
- Develop procedures to distribute antidotes, drugs, vaccines, etc. to shelters and other sites as needed.

A 9. Monroe County Coroner

- Train assigned response team.
- Identify and make provisions to protect records or other items essential for continuing operations.
- Establish Standard Operating Procedures to increase readiness based on threat levels.
- Maintain a current inventory of all Coroner/Mortuary emergency response resources (personnel, equipment, and supplies).
- Develop a system of tracking resources deployed for terrorism response.

A 10. American Red Cross

- Train response staff and volunteers.
- Establish a Standard Operating Procedure to increase readiness based on threat levels.
- Identify local and all other agencies and organizations available and willing to supply shelter assistance.

- Develop registration system.
- Maintain a current inventory of all Red Cross emergency response personnel, equipment, and supplies.
- Develop a system for tracking resources deployed for terrorism response.

A 11. Monroe County Highway Department/City Street Department

- Train assigned response staff.
- Establish Standard Operating Procedures to increase readiness based on threat levels.
- Identify potential targets of terrorism within jurisdiction.
- Identify and make provisions to protect records and other items (equipment) essential for continuing operations.
- Maintain a current inventory of all County Highway Department/city Street Department emergency response resources (personnel, equipment, and supplies) including the availability of earthmoving equipment, dump trucks, road graders, fuel, etc. that could be used to support worse case scenario terrorism response and recovery.

APPENDIX B INCIDENT RESPONSE CHECKLIST

B 1. Law Enforcement

- Establish the Incident Command Post and initiate the Incident Command System.
- Provide initial incident assessment and security of the incident site.
- Segregate the victims and the witnesses from the perpetrators.
- Provide external security to the incident site, limiting access to the scene.
- Establish a Joint Information Center and provide a Public Information Officer.
- Public Information Officer will approve all Media Releases and ensure sources of electronic media are monitored for information.
- Provide perimeter security.
- Ensure the preservation and investigation of the crime scene.
- Provide security for special facilities (i.e., command post and shelters).
- The Chief Law Enforcement Official from the affected jurisdiction, or his representative, reports to the EOC.
- Report pertinent information to the EOC.
- Provide traffic control.
- Assist in the evacuation of affected or at risk areas.
- For radiological incidents, maintain radiation exposure records for all response personnel and, if necessary, require periodic dosimeter reading reports.
- Maintain detailed records of personnel, supplies, and equipment assigned to terrorism response.

- Provide a liaison to the Emergency Operations Center.
- Warn all responders of possible secondary devices.

B 2. Fire Department

- Aid in the identification, isolation, and containment of hazardous material if needed.
- Provide fire suppression, control, and prevention activities to the incident.
- Provide first responder emergency medical care.
- Maintain radiation exposure records for all response personnel and require dosimeter readings at appropriate frequencies, if necessary.
- Establish decontamination operations, if necessary.
- Provide support to decontamination operations, if necessary.
- Provide fire code enforcement.
- Provide search and rescue operations, if necessary.
- Assist in the dissemination of warnings to the public, if necessary.
- Provide fire protection in public shelters.
- Report pertinent information to the EOC.
- Alert all emergency support services to the dangers associated with the incident.
- Maintain detailed record of personnel, supplies, and equipment used for response actions.
- Fire Chief or representative reports to the EOC when it is activated.
- Provide Command Officer to join Incident Command on site.
- Warn all responders of possible secondary devices.

B 3. Emergency Medical Services

- Provide an EMS liaison to the Incident Command Post.
- Initiate on-site medical response operations.
- Provide management of the medical triage functions at the scene, with support by fire department personnel.
- Transport casualties to appropriate hospitals.
- If WMD are involved, provide EMS notification of product to the resource hospital and implement HazMat EMS transfer protocols.
- Provide staging areas for Mutual Aid EMS resources.
- Report casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc. to the EOC during emergency operations.
- Initiate triage, treatment, and transportation activities.
- Warn all responders of possible secondary devices.

B 4. EMA

- Alert the public and assist organizations as requested.
- Activate the Emergency Operations Center.
- Establish contact with higher levels of government EOCs for resource availability.
- Establish contact with other jurisdictions involved in, or affected by, or supporting the response to the terrorism event.
- Review plans, personnel assignments, and fill staff vacancies.
- Provide for management of strategic resources.
- Provide a liaison to the Incident Command Post.

- Coordinate intergovernmental and inter-jurisdictional operations through the Emergency Operations Center.
- Coordinate transportation support for evacuation, emergency workers, and response equipment.
- Warn all responders of possible secondary devices.

B 5. Monroe County/City 911

- Provide tactical communications to the incident scene.
- Support interagency communications.
- Support communications to the designated reception center.
- Support communications to the reunification center.
- Provide intergovernmental communications support.
- Implement emergency communications and warning procedures.
- Activate alternate communications, as needed.
- Maintain logs and reports, including all financial expenditures and use of supplies and equipment.
- Provide a liaison to the Emergency Operations Center.
- Warn all responders of possible secondary devices.

B 6. Mental Health — Human Support Services

- Provide monitoring at incident site.
- Provide counseling at incident site.
- Provide screening at designated reception centers.
- Provide screening at designated reunification centers.
- Provide screening at designated shelters.

- Provide counseling for victims.
- Provide Critical Incident Stress Team for emergency responders.
- Provide mental health services to the hospitals, as necessary.
- Maintain adequate records to document the nature and extent of services offered by mental health.
- Provide a liaison to the Emergency Operations Center.

B 7. Memorial Hospital

- Ensure Disease Control through the detection of disease-causing agents.
- Ensure Disease Control through the use of Mass Precautions Policy.
- Initiate mass casualty emergency triage procedures at the hospital.
- Provide hospital medical treatment.
- Establish temporary patient care facilities, as necessary.
- Determine blood supply requirements.
- Activate ministerial and mental health support.
- Provide medical advice and support in decontamination procedures.
- Report casualties, radiation levels, chemical exposures, etc. to the EOC during emergency operations.
- Provide for the procurement and allocation of critical public and private medical resources required to support disaster medical care operations.
- Provide a liaison to the Emergency Operations Center.

B 8. Bi-County Health Department

- Ensure Disease Control through detection and control of disease-causing agents.

- Ensure Disease Control by purification of water.
- Ensure Disease Control by monitoring sanitation management.
- Ensure Disease Control by management, distribution, and utilization of health resources.
- Ensure Disease Control by collecting and forwarding data related to disease outbreaks to state and federal agencies.
- Ensure Disease Control by issuing health instructions to the general public.
- Provide hospital support by providing auxiliary transportation, if needed.
- Provide hospital support by offering auxiliary communication, if needed.
- Provide hospital support by offering auxiliary manpower, if needed.
- Report pertinent information to the EOC.
- Distribute vaccines, antidotes, and other drugs to shelters, if needed.
- Arrange for potable water supplies.
- Provide sanitation services (in coordination with the Highway/Street Departments).
- Provide necessary logistical support for food, water, emergency power and lighting, fuel, etc. for work, control/dispatch centers and response personnel.
- Maintain radiation exposure records for all response personnel and require dosimeter reading at appropriate frequencies, if necessary.
- Provide a liaison to the Emergency Operations Center.

B 9. Monroe Coroner

- Initiate Emergency Mortuary Services.

- Initiate the investigation of any deaths.
- Establish temporary morgue sites as necessary.
- Request mortuary support, as necessary.
- Evacuate remains to temporary morgues for identification and storage.
- Arrange for temporary burial of remains, if necessary.
- After proper authorization, identification, and decontamination of remains, release remains to next of kin.
- Initiate mass burial procedures, as necessary, after authorization.
- Establish liaison with the Emergency Operations Center.

B 10 American Red Cross

- Establish and manage emergency shelters and registration centers, as requested by the Emergency Operations Center.
- Coordinate with Law Enforcement to determine if shelters are possible targets of further acts of terrorism.
- Establish a registration procedure for the victims.
- Provide foods and drinks for the victims and emergency responders.
- Provide crisis counseling to the victims and emergency responders.
- Establish a family reunification center and a registration procedure for family members, as requested.
- Establish procedures for proper identification and documentation prior to releasing minors not in parental or school care.
- Provide a liaison to the Emergency Operations Center.

B 11. Monroe County Highway Department/City Street Department

- Maintain traffic routes.

- Assist the rescue and recovery personnel by debris clearance.
- Support other public safety operations within the capabilities of the department.
- Clear debris from street, roads and other areas designated.
- Provide damage assessment of public property, including support of assessment of public shelter/reception and care facilities in post-disaster environments.
- Maintain an operational status of equipment to meet the normal and emergency needs of the community.
- Provide possible shelter capabilities for public works personnel and equipment.
- Monitor sources of potable water for any potential or possible contamination (in cooperation with the Health Department).
- Take any necessary steps to prevent/isolate contamination.
- Provide an alternative source of potable water.
- Assist the Water & Sewage Treatment Departments of the county or other operators as necessary to protect sanitary sewage systems.
- Provide a liaison to the Emergency Operations Center.

APPENDIX C RECOVERY OPERATIONS CHECKLIST

C 1. Law Enforcement

- Maintain presence in EOC until it has been deactivated.
- Continue to respond to request from the community for routine law enforcement activities.
- Continue to limit access to the incident site until cleared by Command.
- Support cleanup and recovery operations.
- Prepare reports on the situation for inclusion in the official records and later critique.
- Provide security for any makeshift morgues, shelters, and special facilities.
- Release mutual aid resources as necessary.
- Assist in return of evacuees to homes, if necessary.
- Continue detailed records of personnel, equipment, and supplies involved in recovery.
- Continue crime scene preservation and investigation.

C 2. Fire Department

- Continue to respond to calls from the community for fire services.
- Oversee HazMat cleanup procedures.
- Identify hazards caused by the incident.
- Isolate damaged buildings until assessments and investigations are complete.
- Assess if demolition procedures for damaged buildings, if necessary.
- Assess Fire Department equipment, and make repairs as

necessary.

- Prepare necessary reports for records and later critique.
- Maintain detailed records of personnel, equipment, and supplies expended during recovery operations.
- Maintain presence in EOC until it has been deactivated.
- Release mutual aid resources, as appropriate.

C 3. Emergency Medical Services

- Continue to respond to the needs of the community for Emergency Medical Services.
- Assess equipment and make repairs as necessary.
- Prepare necessary reports for record and later critique.
- Maintain detailed record of personnel, equipment, and supplies expended during recovery operations.
- Release mutual aid resources as appropriate.

C 4. EMA

- Assess recovery needs.
- Estimate cost of providing resources.
- Assess impact of event on recovery resources and identify, repair, maintenance and replenishment needs.
- Set priorities for available resources.
- Coordinate resource management.
- Maintain appropriate records, disseminate public information about resource availability and communicate this to victims.
- Deactivate the EOC.

C 5. Mental Health — Human Support Services.

- Continue to provide Mental Health Services to Mass Care Centers .
- Monitor post-traumatic stress in emergency workers.
- Maintain accurate records of personnel, equipment, supplies, and personnel expended during recovery operations.
- Prepare reports on the situation for inclusion in the official records and later critique.
- Make recommendations on the long-term effects of post-traumatic stress to the appropriate agencies.
- Support cleanup and recovery operations.

C 6. Memorial Hospital

- Continue to provide medical care to meet the needs of the community.
- Inventory and review status of medical supplies, and restock as needed.
- Compile reports for local, state, and federal agencies.
- Collect reports for later critique and review.
- Reassess personnel assignments.
- Provide crisis counseling for emergency workers.
- Support cleanup and recovery operations.
- Maintain accurate records of personnel, supplies, and equipment used during recovery operations.
- If biological, radiological, chemical, or nuclear weapon is used, monitor for any long-term effect of event. Report long-term effects to Health Department.

C 7. Bi-County Health Department

- Continue monitoring for disease-causing agents, if necessary.

- Compile reports for local, state, and federal agencies, collect reports for critique and review.

- Reassess personnel assignments.
- Provide crisis counseling for emergency workers.
- Support cleanup and recovery operations.
- Maintain accurate records of personnel, supplies, and equipment used during recovery operations.

C 8. Monroe County Coroner

- Maintain accurate records of personnel, supplies, and equipment expended during recovery operations.
- Maintain accurate records of remains, identifications, personal effects, and release information.
- Maintain accurate records of temporary burial sites, if necessary.
- Maintain accurate records of mass burial sites, if necessary.
- Support cleanup and recovery operations.

C 9. American Red Cross

- Maintain shelters, as necessary.
- Maintain accurate records of all persons at registration, reunification shelters.
- Maintain records of personnel, supplies, and equipment expended during recovery operations.
- Support cleanup and recovery operations.

C 10. Monroe County Highway Department

- Continue to maintain traffic routes.
- Maintain an operational status of equipment to meet the normal needs and emergency needs of the community.
- Maintain records of all equipment, supplies, and personnel expended during recovery operations.

- Check equipment and repair as necessary.
- Support cleanup and recovery operations.
- Maintain communication updates of recovery operation with EOC.
- Identify and inventory remaining sources of supplies.
- Inspect, designate, and demolish hazardous structures.

APPENDIX D. SAMPLE MEDIA RELEASES

D 1. Suspicious Letter:

HOW DO I IDENTIFY A SUSPICIOUS LETTER/PACKAGE?

Keep in mind that a biological or chemical agent or a bomb can be enclosed in either a package or an envelope, and its outward appearance is limited only by the imagination of the sender. However, some unique characteristics may assist the identification of a suspicious mailing.

1. The package or envelope contains materials other than a letter — such as a powder, liquid or anything else that is unusual.
2. Suspicious packages or letters may bear restricted endorsements such as “Personal” or “Private.” These characteristics are important when the addressee does not usually receive personal mail at the office.
3. There is no return address, or the return address is unusual or makes no sense.
4. Cancellation or postmark may show a different location than the return address.
5. Addressee’s name or title may be inaccurate.
6. The packages or letters may have distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.
7. Packages or letters may have protruding wires, aluminum foil, or oil stains and may emit a peculiar odor.
8. Mail bombs may have excessive postage.
9. Letter bombs may feel rigid, or appear uneven or lopsided.
10. Packages may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed “Fragile — Handle with Care” or “Rush — Do Not Delay.”
11. Packages or envelopes may have an irregular shape, soft spots, or bulges.
12. Packages may make a sloshing sound.
13. Pressure / resistance may be noted when removing contents.

D 3. Phone Threats

PHONE THREAT

Place this card under your telephone

Time: ____ a.m./p.m.

Date: ____ / ____ / ____

Caller ID# (____) _____

Questions to ask:

1. When is the device going to explode or release?
2. Where is it right now?
3. What does it look like?
4. What kind of device or package is it?
5. What is in the package? Chemicals? Germs?
6. What will cause it to explode or release its contents?
7. Did you place the package, bomb or device?
8. Why?
9. What is your address?
10. What is your name?

Exact wording of the threat:

Additional Information

Sex of caller: ____ Race: ____

Age of caller: ____ Call duration: ____

Caller's Voice

(Check all that apply)

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracked voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disgusted |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> Altered |

If voice is familiar, who did it sound like?

If accented, what type of accent?

Background Sounds

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Restaurant noises | <input type="checkbox"/> Static |
| <input type="checkbox"/> Factory noises | <input type="checkbox"/> Local |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Phone booth | <input type="checkbox"/> Music |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> P A System |
| <input type="checkbox"/> Office machines | |

Other:

Threat Language

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Message read by threat maker | <input type="checkbox"/> Irrational |

Remarks: _____

Report call immediately to your local police

Phone number: (____) _____

Your name: _____

Your telephone number (____) _____

E. AUTHORITIES AND REFERENCES

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.
- B. The Illinois Emergency Management Act (P.A. 87-168, January 1, 1992)
- C. The Illinois Civil Defense Act as adopted by the Monroe County Board of Commissioners.
- D. Emergency Response To Terrorism (ERT: SS), FEMA, Emergency Management Institute self-study course.
- E. Managing the Emergency Consequences to Terrorist Incidents: Interim Planning Guide for State and Local Governments (pg. 9-12). FEMA, July 2002.

If you feel pressure/ resistance in removing contents — STOP.

D 2. Suspicious Mailing

WHAT SHOULD I DO IF I RECEIVE A SUSPICIOUS MAILING, INCLUDING A BIOLOGICAL OR CHEMICAL THREAT?

1. If the letter or package appears suspicious — **DO NOT OPEN** the letter or package.
2. Leave the mailing where you discovered it. Avoid contact with skin and disrupt the package as little as possible.
3. Turn off fans in the room.
4. Close windows.
5. Evacuate the room.

6. Close the doors to the room or area, if possible.
7. Wash your hands with soap and water.
8. Notify your immediate supervisor and on-site police or security personnel.
9. Contact your local police agency, which will arrange to collect the letter/package and assess the threat.
10. Ensure that all other persons who have touched the letter/package have washed their hands with soap and water.
11. Notify the Illinois Emergency Management Agency (IEMA) at (217) 782-7860 or (800) 782-7860. IEMA will also take a report from you and will notify the Illinois Department of Public Health, Illinois State Police, the FBI, and the United States Postal Inspector.
12. Prepare a list of all individuals who came into contact with the letter/package as well as those within the immediate area and provide this list to the appropriate people who are responding to the incident (local law enforcement and public health officials).
13. Follow all instructions given to you by the local, state and federal authorities.

EMERGENCY MEDICAL SERVICE - - ANNEX N

I. PURPOSE

A. This annex has been developed to minimize the loss of life, limit long term disability and ensure the availability of emergency medical care during a multi-casualty incident, disaster, or large scale medical emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Pre-hospital care is primarily provided by a well-developed system of first responders, Emergency Medical Technicians-Bs, Emergency Medical Technicians-Is, and Emergency Medical Technicians-Paramedics. Patient transport is provided by either Monroe County Ambulance Service or Columbia Ambulance Service.
2. Monroe County Ambulance and Columbia Ambulance Services are licensed Advanced Life Support Agencies providing paramedic level care to the entirety of Monroe County.
3. Public health and sanitation services for Monroe County is provided by The Bi-County Health Department located in Waterloo, Illinois. For specific details, see the Public Health Annex H in this document.
4. Death investigation and the processing of the deceased is a function of the Monroe County Coroner's Office. For specific details, see the Mortuary Services Annex I in this document.
5. There is no hospital in Monroe County.

B. Assumptions

1. In spite of a well-developed medical system, a multi-casualty incident could overwhelm the existing medical resources in Monroe County.

2. The widely dispersed population could lead to prolonged response times by emergency medical transport personnel.
3. Initial emergency medical response will be the responsibility of the local jurisdiction's emergency medical services.
4. In widespread disasters, mutual aid response may be severely limited.

III. CONCEPT OF OPERATIONS

- A. Emergency Medical Services initially respond via the 911 PSAP dispatch function in accordance with ANNEX B (Common Communications Plan) and ANNEX C (Warning & Emergency Information) protocols and guidelines.
 - B. Upon arrival at the scene, the senior paramedic will assume medical control at the scene and serve as Incident Commander as required. A triage function will be developed in response to the specific needs of the emergency.
- C. Patient transport criteria and needs will be developed on scene to meet the triage requirements and the medical needs of the situation.
- D. Normal supply and re-supply of medical equipment and medication will be the primary responsibility of the responding ambulance services.
- E. Augmentation of Emergency Medical Services from neighboring jurisdictions will be provided in accordance with existing mutual aid agreements.
- F. Large scale medical emergencies, involving numerous casualties, will be handled in accordance with the Region IV, Southwestern Illinois Emergency Medical Services Medical Disaster Plan.
- G. The Monroe County Emergency Management Agency will request additional Emergency Medical Services augmentation from the Illinois Emergency Management Agency as required.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The jurisdictional ambulance service will provide a representative to the EOC, when activated, to perform liaison within the Operation's Section.

B. Monroe County and Columbia Ambulance services will provide emergency medical care, patient / casualty transport, and patient evacuation duties as required.

V. DEVELOPMENT AND MAINTENANCE OF EMERGENCY MEDICAL SERVICES

ANNEX: The Monroe County EMA is responsible for the development and maintenance of this annex.

EMERGENCY OPERATIONS CENTER – ANNEX O

I. PURPOSE

The purpose of this annex is to provide procedures, processes, plans, organization, and responsibilities for the management of the Monroe County Emergency Operations Center (EOC).

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Monroe County has the potential to experience a major emergency/disaster event or incident.
2. During a major emergency/disaster incident, a single point for coordination of response is necessary.
3. Monroe County has an Emergency Operations Center, located in the Monroe County Courthouse Building in Waterloo, Illinois to provide management and coordination capability for an effective response and recovery.

B. Assumptions

1. Most emergency functions can be handled routinely by the various emergency services of Monroe County.
2. Most major emergencies can be handled by the Incident Command System (ICS) at an on-scene Incident Command Post (ICP) setting.
3. Some major emergencies may require activation of the Monroe County Emergency Operations Center.

III. CONCEPT OF OPERATIONS

- A. The Incident Command System (ICS) will be used in all responses to disasters, incidents and emergencies.
- B. On single emergency group responses, incident management may be reduced to one Incident Commander (IC).
- C. If multiple ICs are required to manage an incident in Monroe County, or if multi-agency, cross-jurisdictional, or multi-functional response is required to manage an incident, the EOC will be activated in accordance with procedures detailed in ANNEX A, Direction and Control, of this EOP.
- D. The EOC's core functions are to coordinate and establish priorities for incident management, facilitate internal and cross-jurisdictional communications, manage the dispatch and tracking of resources required for the incident's management, and to collect, analyze, and disseminate information needed to manage the incident.
- E. The Chief Elected Official (CEO) may choose to activate the EOC at his or her discretion.
- F. The EOC's organization is scalable and expandable to meet the needs of the Incident Commander (IC), Unified Commander (UC) or Unified Area Commander (UAC) as the incidents' situation dictates.
- G. The Monroe County EOC is located in the Monroe County Court House. Alternate EOC locations are detailed in ANNEX T, COOP.
- H. EOC Command and General Staff positions will be manned to cover 24/7 operations as required.
- I. All Department of Homeland Security, Federal Emergency Management Agency, National Incident Management System, Incident Command System, and Illinois Emergency Management Agency forms, reports, protocols, and checklists are mandatory.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Overall EOC organizational structure is depicted at Appendix A to this Annex. The CEO and EMA Director lead the integrated EOC / Incident Management Team efforts through Operations, Planning, Logistics, Finance, and Communications Sections.
- B. The **OPERATIONS SECTION** is organized in accordance with Appendix B to

this Annex.

1. An Incident Commander may serve as the Operations Section Chief from the Incident Command Post (ICP), with the section's staff elements assisting from the EOC. However, if a Unified Command is established, the Operations Section Chief will be designated by the CEO or EMA Director and will serve in the EOC. The Operations Section Chief will:

- a. Develop the operations portion of the Incident Action Plan (IAP).
- b. Assign personnel in accordance with the IAP.
- c. Supervise the Operations Section.
- d. Request additional resources, through Logistics Section, as required.
- e. Assemble and coordinate Strike Teams and Task Forces.
- f. Serve as principal liaison with the IC.
- g. Maintain Unit / Activity Log (ICS Fm 214)

2. The Public Information Officer(s) will serve at the ICP, EOC, or Joint Information Center and perform the duties and responsibilities detailed in ANNEX D, Public Information.

3. The Safety Officer(s) will serve at the ICP and / or EOC and will:

- a. Participate in planning meetings.
- b. Identify hazardous situations associated with the incident(s).
- c. Review the Incident Action Plan (IAP) for safety implications.
- d. Exercise emergency authority to stop and prevent unsafe acts.
- e. Investigate accidents that have occurred in the incident area.
- f. Review and approve the Medical Plan, if required. (ICS Fm 206)
- g. Develop a Site Safety Plan (ICS Fm 208), as required.
- h. Maintain Unit / Activity Log (ICS Fm 214)

4. The Law Enforcement Coordinator(s) will serve in the EOC, will

normally be designated from the jurisdictional law enforcement agency at the time of the incident, and will coordinate the duties and responsibilities detailed in ANNEX Q, Law Enforcement.

5. The Fire Service Coordinator(s) will serve in the EOC, will normally be designated from the jurisdictional fire department at the time of the incident, and will coordinate the duties and responsibilities detailed in ANNEX P, Fire Service.

6. The Emergency Medical Services Coordinator(s) will serve in the EOC, will normally be designated from the jurisdictional ambulance service at the time of the incident, and will coordinate the duties and responsibilities detailed in ANNEX N, EMS.

7. The Public Works Coordinator(s) serve in the EOC. They are pre-designated the Monroe County Highway Engineer and Deputy Engineer. They will coordinate the duties and responsibilities detailed in ANNEX R, Public Works.

8. The Evacuation & Shelter Coordinator serves in the EOC. They are pre-designated / appointed by the EMA Director. They perform the duties and responsibilities detailed in ANNEX F, Evacuation, and ANNEX G, Mass Care.

9. An Air Operations Branch Director will be designated when required.

C. The **PLANNING SECTION** is organized in accordance with Appendix C to this Annex. All staff of the Planning Section work in the EOC.

1. The Planning Section Chief is pre-designated / appointed by the EMA Director. The Planning Section Chief is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to: 1) understand the current situation, 2) predict the probable course of incident events, 3) prepare alternative strategies for the incident. The Planning Section Chief will:

- a. Supervise preparation of the Incident Action Plan (IAP)
- b. Establish information and reporting requirements
- c. Determine and manage need for specialized resources
- d. Establish special information collection activities
- e. Develop information on alternative strategies

- f. Provide predictions on incident potential
- g. Monitor and report incident status information
- h. Oversee demobilization plans and activities
- i. Incorporate all planning into the IAP
- j. Supervise the Planning Section
- k. Maintain Unit / Activity Log (ICS Fm 214)

2. The Resources Unit Leader(s) are responsible for maintaining the status of all assigned resources (primary & support; personnel & equipment; strategic & tactical) at an incident. The Resources Unit Leader(s) will:

- a. Establish check-in functions at incident and staging locations
- b. Prepare Organizational Assignment Lists (ICS Fm 203)
- c. Prepare Organizational Chart (ICS Fm 207)
- d. Prepare appropriate parts of Division Assignment Lists (ICS Fm 204)
- e. Prepare and maintain ICP displays
- f. Maintain and post current status and location of all resources
- g. Maintain master roster of all resources at the incident

3. The Intelligence Unit Leader(s) collect, process and organize all incident information. In addition, they may prepare future projections of incident growth and intelligence estimations. These duties include:

- a. Prepare GIS analyses and displays
- b. Prepare Incident Status Summary Forms (ICS Fm 209)
- c. Prepare meteorological, astronomical, and environmental analyses
- d. Prepare periodic predictions

- e. Provide aerial photographic and mapping information and displays

- f. Collect, analyze and display field incident intelligence and situational reports and information

4. The Disaster Assessment Working Group will provide Damage Assessment summaries as detailed in ANNEX E.

5. The Documentation Unit Leader(s) are responsible for the maintenance of accurate incident files in all of the Sections of the EOC. These duties include:

- a. Organizing an incident filing system

- b. Establishing duplication services

- c. Filing all official forms and reports

- d. Reviewing all records for accuracy and completeness

- e. Storing files

6. The Mobilization & Demobilization Unit Leader(s) are responsible for coordinating and managing all aspects of volunteer activities and for demobilization planning. Specifically these duties include:

- a. Coordinate with the Resources Unit to determine where volunteers are needed.

- b. Identify volunteer skills and training needs.

- c. Recruit volunteers working with PIO

- d. Assess, arrange training, and assign volunteers.

- e. Coordinate with Logistics Section the deployment and employment of volunteers.

- f. Develop an Incident Demobilization Plan

7. Key **TECHNICAL SPECIALISTS** are organized under the Planning Section. These include the County Coroner, the County Veterinarian, the County State's Attorney, and the Local Emergency Planning Committee (LEPC), all of which bring to bear very specialized skills of potential use during an emergency or incident.

- a. County Coroner responsibilities and duties are detailed in ANNEX I, Mortuary services. Should mass fatalities become a part of an incident, the County Coroner will be assigned to service in the Operations Section.
- b. County Veterinarian responsibilities and duties are detailed in ANNEX U, Animal Emergencies. Should mass animal evacuation or an animal disease emergency be a part of an incident, the County Veterinarian will be assigned to service in the Operations Section.
- c. County State's Attorney responsibilities are detailed in the Basic Plan to this EOP.
- d. LEPC duties and responsibilities are detailed in ANNEX K, Hazardous Materials.

D. The **FINANCE SECTION** is organized in accordance with Appendix D to this Annex. The Monroe County Treasurer is pre-designated and appointed the Finance Section Chief. The Monroe County Treasurer's staff serves as the Finance Section's Unit Leaders. The Finance Section of the EOC is housed in the County Treasurer's office space in the Court House. Specific duties and responsibilities include:

1. The Finance Section Chief is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance Section. Duties include:
 - a. Attend planning meetings of the EOC.
 - b. Manage all financial aspects of the incident.
 - c. Provide financial and cost analysis information as requested.
 - d. Ensure that all personnel time records are accurately completed.
 - e. Provide financial inputs to demobilization planning.
 - f. Ensure that obligation documents initiated during the incident are properly prepared and completed.
 - g. Ensure that all incident-related financial issues are administered correctly.
2. The Time Unit Leader(s) are responsible for personnel time recording.

These duties include:

- a. Determine time recording requirements during incident.
- b. Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.
- c. Maintain overtime logs.
- d. Maintain records security.
- e. Ensure all records are current and complete prior to demobilization.
- f. Release time reports to respective agencies.
- g. Report to Finance Section Chief cost estimates.

3. The Cost Unit Leader(s) are responsible for collecting all cost data, performing cost effectiveness analysis and providing estimates and cost saving recommendations. These duties include:

- a. Coordinate with all EOC Sections on cost reporting procedures.
- b. Collect and record all cost data.
- c. Develop incident cost summaries.
- d. Make cost saving recommendations.
- e. Ensure all cost documents are accurately prepared.
- f. Maintain cumulative incident cost records.
- g. Complete all reports prior to demobilization.
- h. Provide reports to the Finance Section Chief.

4. The Procurement Unit Leader(s) are responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements. Specific duties include:

- a. Review incident needs and any special procedures with all EOC Unit Leaders.
- b. Coordinate with EOC on plans for supply sources.

- c. Prepare and authorize contracts.
- d. Draft memoranda of understanding as necessary.
- e. Establish contracts and agreements with vendors as necessary.
- f. Provide a coordination structure for all procurement structures and agencies supporting the incident.
- g. Interpret contracts and agreements; resolve disputes.
- h. Coordinate with Compensation & Claims Unit as necessary.

5. The Compensation and Claims Unit Leader(s) are responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims-related activities for the incident.

E. The **LOGISTICS SECTION's** organization and responsibilities are detailed in ANNEX J, Resource Management. The Logistics Section Chief is pre-designated / appointed by the EMA Director.

F. The **COMMUNICATIONS SECTION's** organization and responsibilities are detailed in ANNEX B, Communications. The Communications Section Chief is pre-designated / appointed by the EMA Director.

V. DEVELOPMENT, MAINTENANCE and ADMINISTRATION OF EMERGENCY OPERATIONS CENTER ANNEX

A. The EMA Director is responsible for the development and maintenance of this Annex.

B. The EMA Director is responsible for developing and maintaining Standard Operating Procedures (SOPs), checklists, and requisite forms for each functional sub-unit of the Operations Section.

C. The Planning Section Chief, Finance Section Chief, Logistics Section Chief, and Communications Section Chief are responsible for developing and maintaining SOPs, checklists, and requisite forms, protocols, and procedures for each functional sub-unit of their section.

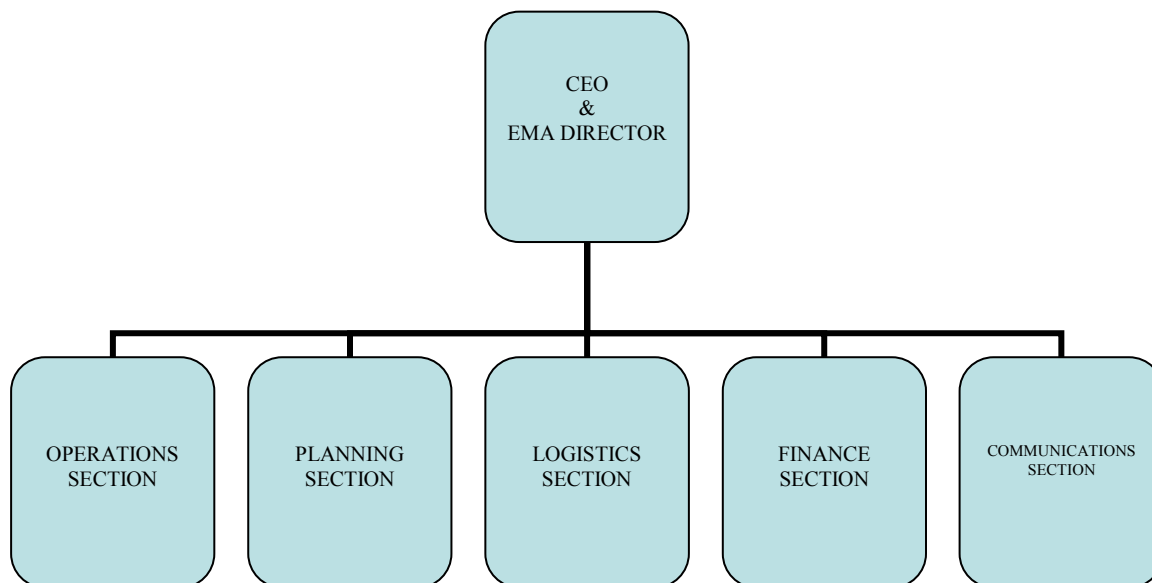
VII. APPENDICES

Appendix A – EOC Organization

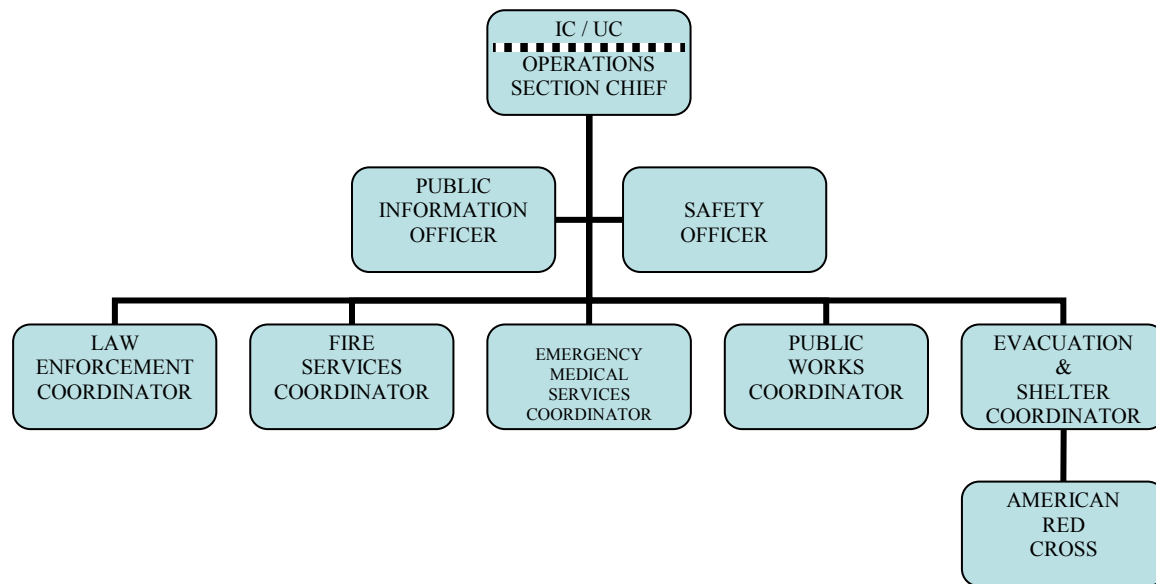
Appendix B – EOC Operations Section Organization

Appendix C – EOC Planning Section Organization
Appendix D – EOC Finance Section Organization

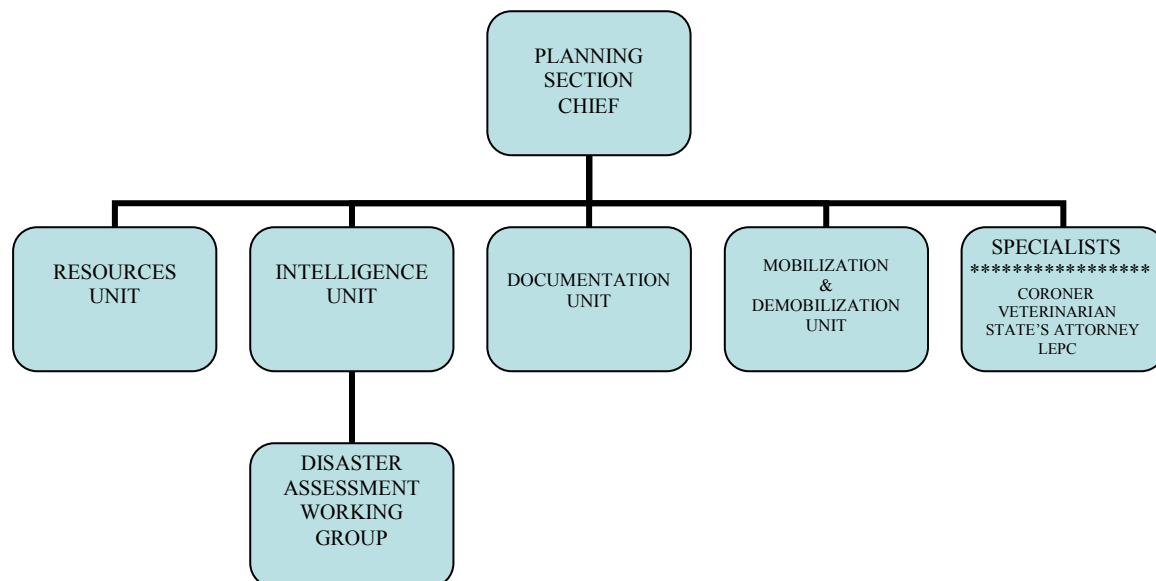
APPENDIX A EOC ORGANIZATION



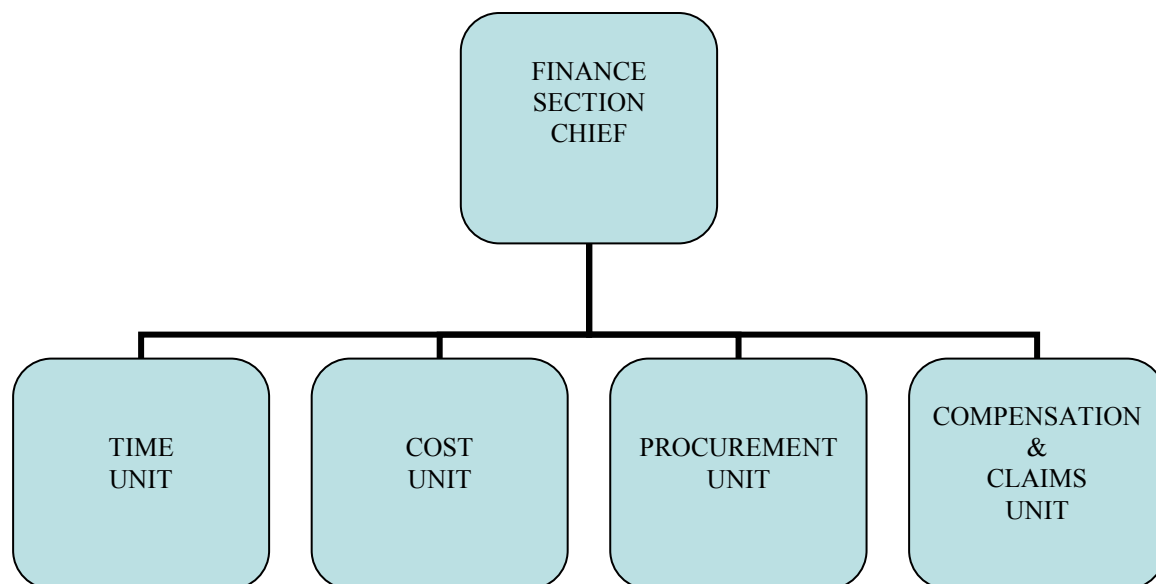
APPENDIX B EOC OPERATIONS SECTION ORGANIZATION



APPENDIX C EOC PLANNING SECTION ORGANIZATION



APPENDIX D EOC FINANCE SECTION ORGANIZATION



FIRE SERVICE - - ANNEX P

I. PURPOSE

The purpose of this annex is to identify the agencies in Monroe County that are available to coordinate fire, search, and rescue services, which include fire, protection, suppression, and hazardous materials incidents in addition to search and rescue of missing and trapped people.

II. SITUATION AND ASSUMPTIONS

A. Situation

Fire prevention and control are daily problems faced by fire service personnel. These problems become more significant during emergencies.

B. Assumptions

In Monroe County, the existing fire departments have adequate personnel and are available to respond to most emergencies using existing mutual aid agreements. When additional support is required, assistance can be requested through either the Springfield or the Region 8 office of the Illinois Emergency Management Agency (IEMA)

III. CONCEPT OF OPERATIONS

- A. As the Chief Elected Official (CEO) of Monroe County, the County Board chairperson, is responsible for ensuring that disaster response and recovery operations are effective. The local jurisdictional fire department is the lead agency for fire, search, and rescue services.
- B. When the lead agency is unavailable to handle the emergency or disaster, mutual aid will be requested.
- C. To facilitate proper support, each department will maintain status lists of personnel and equipment at their work locations and at the Monroe County Emergency Operations Center. (See Monroe County Reference Manual)
- D. Each fire chief or designated representative will be prepared to advise local government officials and emergency support personnel of the hazards associated with hazardous materials and the dangers associated with technological hazards and fire during emergency operations.

E. All fire and search and rescue vehicles shall display flashing lights in accordance with Illinois Vehicle code 625 ILCS 5/12-215.

F. Local fire chiefs and their deputies will serve as Incident Commanders as the emergency dictates.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The volunteer fire departments of Columbia, Waterloo, Valmeyer, Hecker ,

Maestown, Prairie du Rocher, and New Athens are responsible for providing fire, search, and rescue services within Monroe County.

B. The jurisdictional fire chief or his designated representative will:

1. Assume Incident Command responsibilities as appropriate.
2. In the event of EOC activation and / or the establishment of a UC structure, send designated representatives to the EOC to serve as fire services liaison in the Operations Section.

3. Provide fire control.

4. Provide fire protection (including in emergency shelters).

5. Inform the Monroe County Emergency Operations Center of the hazards associated with hazardous materials and the dangers associated with technological hazards.

6. Provide HAZMAT response and recovery services.

7. Support fire codes.

8. Enforce fire codes.

9. Support other public safety operations.

10. Conduct search and rescue (SAR) operations.

during 11. Inform the public of appropriate fire prevention measures both before and emergency operations.

from
upon arrival.

12. Request assistance when additional manpower and/or equipment are needed mutual aid departments or organizations and direct their activities

13. Conduct decontamination activities, as needed.

14. Assist with Emergency Medical Services as required.

15. Assist with Damage Assessments during SAR operations.

16. Assist with evacuation operations as required.

17. Assist with emergency warning operations as required.

V. DEVELOPMENT AND MAINTENANCE OF FIRE SERVICE ANNEX : The Monroe County EMA Director is responsible for the development and maintenance of this annex.

LAW ENFORCEMENT - - ANNEX Q

I. PURPOSE

The purpose of this annex is to describe procedures and responsibilities for maintaining a law enforcement capability during a major emergency/disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In addition to the Monroe County Sheriff's Department, the municipalities of Columbia, Waterloo, and Valmeyer provide full-time law enforcement.
2. During major emergency/disaster situations, law enforcement agencies must be able to expand their operations to provide the increased services dictated by emergency conditions.
3. The Illinois State Police patrol major highways in Monroe County and can assist local law enforcement agencies.
4. The Illinois Law Enforcement Alarm System (ILEAS) provides for prompt law enforcement augmentation capabilities beyond this jurisdiction's resources.

B. Assumptions

1. Local law enforcement agencies can usually provide adequate services for minor emergencies.
2. Should additional support be needed, law enforcement agencies from outside the county will be available in a reasonable amount of time.

III. CONCEPT OF OPERATIONS

- #### **A. Monroe County Sheriff's Department personnel or municipal police personnel**

will serve as Incident Commander(s) as the emergency dictates. The Monroe County Sheriff serves as the lead Law Enforcement authority in an UC structure.

(LE) Page 1

B. Following an emergency requiring the activation of the Monroe County Emergency Operations Center, the Monroe County Sheriff, or his designee, shall report to the Monroe County Emergency Operations Center to advise decision makers and coordinate law enforcement operations.

C. If local law enforcement agencies cannot effectively respond to the demands of the situation, the Monroe County Sheriff can request support from outside the jurisdiction.

1. If additional personnel are needed, the Monroe County Sheriff can request assistance from adjacent jurisdictions and the Illinois State Police via ILEAS.

D. Each agency shall arrange for the activation and release of law enforcement personnel to provide for continuous 24-hour manning of response jobs during emergency conditions.

E. It shall be the responsibility of each law enforcement agency to provide for necessary logistical support for work/control/dispatch center(s) and for personnel during emergency operations.

F. The Monroe County Sheriff has the responsibility for relocating and housing Monroe County jail inmates in custody, if necessary, during emergency situations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Monroe County Sheriff's Department will coordinate, assist with, arrange for, or provide:

1. General law enforcement activities.
2. The maintenance of law and order.
3. Area and shelter security
4. Traffic control.

5. Inmate relocation.
6. Warning services as detailed in Annex C.

(LE) Page 2

7. Crowd control.
8. Primary Service Answering Point, emergency 911 services.
9. County- wide communications dispatch services as detailed in Annex B.
10. Support to evacuations.
11. Support to Search and Rescue operations.
12. Provide a representative to the Operations Section of the EOC when a General Staff / UC structure is activated.
13. Support to damage assessment activities.
14. Court House security.

B. Municipal Law Enforcement Agencies will:

1. Maintain law and order in their respective areas.
2. Provide for security of key facilities.
3. Provide for crowd control.
4. Assist in warning.
5. Provide for traffic control..
6. Protect records deemed essential for continuing government functions and conducting emergency operations.

V. DEVELOPMENT AND MAINTENANCE OF LAW ENFORCEMENT ANNEX: The Monroe County EMA Director is responsible for developing and maintaining this annex.

VI. SUCCESSION OF COMMAND

A. Monroe County Sheriff

B. Monroe County Sheriff Chief Deputy or designee of the Sheriff.

(LE) Page 3

PUBLIC WORKS - - ANNEX R

I. PURPOSE

The purpose of this annex is to detail the responsibilities of the Monroe County Highway Department to develop and implement procedures for clearance of debris, repair and inspection of public facilities, support assistance to other agencies, and the maintenance of equipment as required during disaster operations.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. The Monroe County Highway Department is responsible for maintaining county highways and providing technical advice to the road district commissioners who are responsible for rural road district roads.
2. The possibility that Monroe County may receive damages from natural or manmade disasters is an ever present threat.

B. Assumptions

1. An emergency situation can result from a natural or manmade occurrence resulting in the loss of life or property. During such an emergency, it is the responsibility of local government to protect the lives and property of its citizens.
2. Monroe County resources may be overburdened in responding to a major disaster. Thus, agreements with neighboring jurisdictions and private contractors should be in place to provide assistance.

III. CONCEPT OF OPERATIONS

- A. Emergency operations of the Monroe County Highway Department will be structured similar to the routine operations of the department.
- B. Debris removal; inspection of bridges, roadways, and public infrastructure; the erection of traffic control devices; road and bridge repair; assistance with damage assessment; assistance with infrastructural maintenance at mass care facilities; and assistance with general evacuation operations are all within the purview of the Monroe County Highway Department.

(PUBLIC WORKS) Page 1

- C. Mechanics will be available to assist in the repair of emergency equipment on a priority basis.
- D. Coordination of response and recovery operations will be facilitated by the Highway Department's radio system which links all road districts together with the Monroe County Highway Department.
- E. Where necessary, assistance will be sought from the private sector, voluntary organizations, neighboring governmental jurisdictions and the State of Illinois.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Monroe County Engineer will:

1. Maintain a roster of the department's personnel for initial and recall notification during disaster operations and be prepared to activate and make shift assignments for 24-hour-a-day operations.
2. Assure that the department's equipment is maintained in an operational condition.
3. Maintain working relationships with county road districts.
4. Develop and maintain an inventory of resources that are available through mutual aid agreements with neighboring jurisdictions and the private sector.
5. Provide debris removal from the streets and roads and other areas as required after a disaster.
6. Provide barricades as needed or requested by other response departments.
7. Make repairs to Monroe County roads, bridges, and other highway features as required, during disaster operations.
8. Establish priorities for department personnel and equipment.
9. Handle vehicles with mechanical problems that impede evacuation operations.

(PUBLIC WORKS) Page 2

10. Provide personnel, equipment, and materials to assist in rescue and evacuation operations.
11. Assist other emergency response departments and organizations services as feasible.
12. Coordinate with the Monroe County Emergency Management Agency Director as a liaison with private utility companies to effect restoration of services.
13. Assist in relocating personnel and equipment of other responders as feasible.
14. Request state assistance through the Monroe County Emergency Management Agency Director when all local resources have been expended or committed.

15. Coordinate with the public information officer to keep the public informed of pertinent information or request assistance through the use of the media.
16. Keep complete and accurate records of all expenses for equipment and manpower following a disaster occurrence and throughout the duration.
17. Report status of field operations (i.e., areas cleared, roads and highways opened) to the appropriate authorities in the Monroe County Emergency Operations Center so that police, fire, medical, rescue units, etc., may be advised.
18. Send a representative to the EOC when activated.
19. Serve on the EOC / UC General Staff structure in the Operations Section.
20. Conduct county public structural inspections as a part of overall damage assessment operations.
21. Assist in the maintenance of power, water, and sanitation serves to mass care facilities.

(PUBLIC WORKS) Page 3

22. Coordinate the efforts of municipal public works departments during disaster response and recovery operations.

C. Monroe County District Road Commissioners will:

1. Work within their districts to:
 - a) clear roads of debris
 - b) make repairs to roads, bridges, etc., as required, during disaster operations.
 - c) provide barricades as needed or requested.
 - d) keep complete and accurate records of all expenses for equipment and manpower following a disaster occurrence.

2. Keep the Monroe County Engineer informed as to their operations and need.
3. Work outside their districts at the request of the Monroe County Engineer or other districts to expedite response and recovery operations.
4. Serve, if willing, as storm spotters during severe weather.

V. DEVELOPMENT AND MAINTENANCE OF PUBLIC WORKS ANNEX

The responsibility for developing and revising this Public Works Annex belongs to the Monroe County Highway Engineer.

VI. SUCCESSION OF COMMAND

The line of succession for Monroe County Highway Department shall be:

- A. Monroe County Engineer
- B. Assistant Monroe County Engineer
- C. Monroe County Highway Maintenance Foreman
- D. Or Monroe County Highway Department Designee

HAZARDOUS WEATHER OPERATIONS ANNEX - - ANNEX S

I. PURPOSE

The purpose of this annex is to provide a plan for management of weather-related emergencies or disasters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Monroe County may experience major weather-related emergencies.
2. This annex provides guidance to Monroe County government officials and first responders in emergency situations such as severe convective storms, tornadoes, high winds, extreme heat or cold, and localized flooding.
3. Severe spring/summer convective thunderstorms, with associated tornadic, high-wind, hail, and lightning activity, have historically proven to be the greatest weather-related damaging hazard in the county.

B. Assumptions

1. An organized and planned response to weather-related emergencies will abet response and recovery operations.
2. Public and governmental mitigation and preparedness, focused on weather-related safety and disaster-proofing actions, will save lives and property.

III. CONCEPT OF OPERATIONS

A. Command & Control/Communications & Coordination Centers

1. Monroe County's 24-hour/7-day warning point to receive National Weather Service (NWS) hazardous weather information and to consolidate local hazardous weather reports to the NWS's St. Louis Forecast Office (NWS-SFO) is the Monroe County Sheriff's Dispatch (911 Public Service Answering Point [PSAP- primary]). The secondary alternate 911-PSAP is the Columbia Public Safety Center Dispatch. Both dispatch centers operate National Oceanic and Atmospheric Administration (NOAA) Weather Radios. Both dispatch points have the authority to activate the County's warning sirens, notify the NWS to activate NOAA Weather Radio warnings, and notify commercial radio and television stations to broadcast warnings.
2. The Monroe County Emergency Management Agency's (EMA) Emergency Operations Center (EOC) will be activated if damaging hazardous weather occurs in the county or if the NWS issues a Severe Weather Watch for the county.

The

Monroe County EMA Director, Deputy Director, or Communications Director,

when the EOC is activated, will assume all weather-related duties of the warning

point, to include receipt of NWS information, consolidation and reporting of local weather conditions to the NWS, and activation of warning systems. The EOC may function in a mobile capacity when activated for hazardous weather. The EOC is equipped with: NOAA Weather Radio-Specific Area Message Encoding (SAME); radio communications to/with local and regional fire, police, emergency medical services, and highway departments; internet connectivity with NWS, NWS-SFO, NWS-SFO Doppler Weather Radar; Amateur Radio transceivers; cable television; access to NWS Doppler Weather Radar via a commercially contracted satellite link; and telephones. The EMA EOC personnel have NOAA Weather Radios – SAME in their homes.

3. Monroe County's SKYWARN Network consists of a threefold organization of storm spotters. Many county first responders (police, fire, ambulance personnel) are trained spotters and provide coverage largely for our two incorporated cities (Columbia and Waterloo) and four incorporated villages (Hecker, Valmeyer, Maestown and Fults). They report via 155.190 MHz to the warning point. In addition, several of Monroe County's District Road Commissioners, reporting to the warning point via low-band 45.48/45.44 MHz, provide sectionalized rural coverage. Finally, Monroe County Amateur Radio Club operators, reporting on the 444.700 MHz SKYWARN repeater Net, round out coverage throughout the county.

a. EOC personnel initiate/activate the Monroe County SKYWARN Net as follows:

- (1) When unforecast, life-threatening, damaging hazardous weather occurs anywhere in the county, the Net is immediately activated.
- (2) When NWS-SFO activates its severe weather net (KCOEBW) on the 444.700 (or 147.120) MHz repeater, and hazardous weather may impact Monroe County, the Net is immediately activated.
- (3) When the NWS's Storm Prediction Center (SPC) issues a 24-hour Severe/Hazardous Weather Outlook, EOC personnel issue a Preparedness Order to county SKYWARN spotters to be ready.
- (4) When NWS SPC issues a Severe Weather Watch for Monroe County, EOC personnel issue a Watch Order to county SKYWARN spotters. All available spotters will then conduct a radio-check in with the warning point and commence spotting, if possible.
- (5) When NWS-SFO issues a Severe Weather Warning for Monroe County, all available spotters will immediately commence spotting.
- (6) EOC personnel will activate courtesy beeps on the Monroe County SKYWARN repeater when any Watch or Warning statements are issued by the NWS for our immediate area.
- (7) When the EOC is activated for hazardous weather, it functions as a Net Control Station (NCS) for the county's SKYWARN Net. A trained amateur radio operator will act as liaison with NWS-SFO SKYWARN (444.700 or 147.120 MHz) Net and Freeburg ESDA (147.120 MHz). The EOC-NCS will serve as warning point, and consolidate and coordinate all spotter reports to NWS-SFO.
- (8) Once severe weather or its threat has ceased in Monroe County, after coordination with NWS-SFO (KCOEBW), the EOC will stand down/terminate the county's SKYWARN Net and deactivate repeater courtesy beeps.

Spotters
will cease spotting.

B. National Weather Service Warning Reception

1. NOAA Weather Radio-SAME receivers with tone alert, are operating in the following locations:
 - a. All 911-PSAP police dispatch-warning points.
 - b. Monroe County EMA EOC and Highway Department.
 - c. EOC personnel homes.
 - d. All schools, preschools, day-care centers, nursing homes and assisted-living centers, scouting camps, and the county fairgrounds.
2. Region wide/statewide law enforcement telecommunications are operable at all 911-PSAP police dispatch points, and in the EOC and mobile EOC.
3. Amateur Radio transceivers are operable in the EOC, mobile EOC and SKYWARN net.
4. Cable television is operable in the EOC.
5. Internet connectivity with the NWS is operable in the EOC.

C. Hydrometeorological Monitoring

1. The Monroe County EOC monitors Doppler Weather Radar via the internet, cable television, and a commercially contracted satellite link.
2. The Columbia Public Safety Center has wind speed measuring equipment.
3. The U.S. Geological Survey provides via a web site river gauge data for the Mississippi River, Kaskaskia River, and Richland Creek.

D. Warning Dissemination

1. NOAA Weather Radio – SAME receivers are operable at the 911-PSAP police dispatcher warning points, the EOC, the Highway Department, all schools, nursing homes, scouting camps, fairgrounds, and electric utility companies.

2. Outdoor warning sirens are operable in five of the county's incorporated municipalities. Warning Points, the EOC, local fire departments, and municipal officials can activate the sirens in accordance with the Warning/Emergency Information Annex to this Emergency Operations Plan.
3. Warning points are able to initiate cable television override warnings.
4. Emergency services vehicle public address systems warning notification procedures are addressed in the Warning/Emergency Information Annex to this Emergency Operations Plan.
5. Warning points are able to activate commercial radio and television warning broadcasts.

E. Monroe County Preparedness

1. Monroe County EMA maintains and updates a multi-hazards informational internet web site at <http://www.MOCOEMAPREP@HTC.NET>. A subset of weather-related safety and preparedness information is contained on the web site under the rubric **GETTING READY and SEEKING SHELTER (GRASS) CAMPAIGN**.
 - a. GRASSES for the MASSES contains information on planning, preparedness, storm-proofing, safety, and shelter for residences and the general population.
 - b. GRASSES for CLASSES contains similar information aimed at schools and institutionalized care facilities, such as nursing homes.
 - c. GRASSES for BUSINESSES contains information for commercial and industrial operations.
2. Schools, preschools, and nursing homes are obligated under Federal and Illinois regulations to have in-place, and exercise, plans for severe (tornadic) weather. Monroe County EMA, twice per year, forwards relevant safety and preparedness information to these institutions.
3. Each spring and autumn, Monroe County EMA, through its Public Information Officer, publishes in local newspapers seasonal weather-related safety and preparedness information.
4. Forty percent of Monroe County residents live in rural areas beyond the reach of

warning sirens. Therefore, NOAA Weather Radios provide optimum warning services. Monroe County EMA continuously markets the advantages of these radios for its citizenry.

5. At the onset of periods of extremely hot or cold weather, Monroe County EMA, in cooperation with the Monroe-Randolph County Health Department, will publish through local newspapers and radio stations safety and preparedness information.
6. EOC and Warning Point staff and storm spotters will be trained/retrained every two years by the NWS-SFO Warning Coordinator.
7. Monroe County EMA sponsors annual visits of the NWS-SFO Warning Coordinatr to conduct spotter training and coordinate on overall hazardous weather operations.
8. Monroe County EMA personnel, in-turn, visit the NWS-SFO facilities every two years.
9. Monroe County EMA conducts one exercise each year to test hazardous weather plans and operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Monroe County Emergency Agency will:

1. Activate the EOC when severe weather occurs or when a severe weather watch or warning for the county is issued by the NWS.
2. Serve as Warning Point coordinator when the EOC is activated.
3. Manage the county's SKYWARN Network.
4. Facilitate storm spotter training.
5. Maintain a multi-hazards informational internet web site.
6. Publish periodic seasonal weather-related safety and preparedness information in newspapers and to schools and assisted-living facilities.
7. Publish in newspapers and over radio advisory safety information during periods of extreme heat or cold.
8. Conduct one weather-related emergency exercise each year .

9. Host the visit of the NWS-SFO Warning Coordinator annually.
- B. The 911-PSAP dispatch centers will serve as warning points until the EOC is activated.
- C. First responders (police, fire, ambulance) will serve as storm spotters, if trained.
- D. Willing Monroe County Highway Department Road Commissioners will serve as storm spotters.
- E. Monroe County Amateur Radio operators, if trained, will serve as storm spotters and operate the county's SKYWARN Net.
- F. Storm spotters, when activated, will perform in accordance with Appendix A.

CONTINUITY OF OPERATIONS PLANNING (COOP) - - ANNEX T

I. PURPOSE

The purpose of this annex is to develop and maintain a plan that enables Monroe County government to preserve, maintain, and/or reconstitute its capability to function effectively in the event of the threat of any disaster or emergency that could potentially disrupt government operation and services

II. SITUATION AND ASSUMPTIONS

A. Situation

1. All-hazard disasters and emergencies, involving a wide range of events ranging from natural, man made/technological, and terrorist induced events, might render the Monroe County Courthouse, the central seat of the governance, unstable.
2. COOP demands a twofold requirement for governmental reconstitution:
 - a. All Emergency Management Agency-related services must be immediately restored to deal with the disaster or emergency.
 - b. All county government departments and agencies must resume normal operations as quickly as possible.

III. CENTER OF OPERATIONS

- A. In an emergency or disaster. If the Monroe County Courthouse is unusable, the Emergency Operations Center's (EOC) alternate locations are:
 1. The Monroe County Sheriff's Department
 2. The City of Waterloo's Police Department
 3. The City Of Columbia's Public Safety Center
 4. A to-be-determined alternate location
- B. The following Monroe County departments and agencies have a direct supporting role in the emergency management operations in the event that the EOC is activated.
 1. Treasurer
 2. Highway Department
 3. Emergency management agency
 4. Coroner
 5. Sheriff
 6. Emergency Medical Services
 7. Bi-County Health Department
 8. County Commissioners
- C. In the event that the county's activated EOC, functioning in the County Courthouse, must be quickly relocated to an alternate location, or, in the event that the EOC must be initially activated to an alternate location, the departments and agencies listed above maintain "flyaway kits," containing the requisite guidelines and standing operating

procedures to carry on with their duties to the EOC. These not be kept at the courthouse; and, are brought to an alternate EOC by each department/ agency representative.

D. In addition, and similar to the requirements and concept of operations listed above, the following departments and agencies have a role in reconstituting general county governance and services in the even that the county court house is unavailable:

1. Treasurer
2. Highway Department
3. Emergency Management Agency
4. Coroner
5. Sheriff
6. Emergency Medical Services
7. Bi-County Health Department
8. County Commissioners
9. County Clerk
10. State's Attorney
11. Circuit Court Clerk
12. Assessor
13. County Judge
14. Probation Officer
15. Mapping, Platting, Zoning, and Codes Officers

E. All county departments and agencies listed in the paragraph above maintain, where requires, "flyaway kits" containing the requisite guidelines and standing operating procedures to insure the effective reconstitution of government and services. These "fly away" kits are not kept at the courthouse.

F. All country departments and agencies, where appropriate, have developed record files duplicate backup procedures to insure efficient reconstitution.

IV.ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Every county department and agency is responsible for maintaining "flyaway kits" as appropriate

B. Every county department and agency is responsible for maintaining duplicate, backup records and files, as appropriate.

V. SUCCESSION OF COMMAND

A. Command succession to emergency responses is detailed in each annex of the Monroe County Emergency Operations Plan.

- B. Command succession to restore normal governance operations is at the discretion of each county department/agency head.

ANIMAL EMERGENCIES - - ANNEX U

I. PURPOSE

The purpose of this annex is to provide guidance for a rapid local response to Emergency Animal /Animal Disease (EA/AD) incidents and other events affecting the health, safety, and welfare of humans and animals during disaster situations in Monroe County. A coordinated local response is necessary to alleviate the crisis and minimize the

consequences in order to return the jurisdiction to normal as quickly as possible following a disaster or incident.

II. SITUATION

There are estimated to be 11,500 head of cattle, 40,200 head of swine, 1,500 sheep and goats, 1,000 horses, as well as a very large domestic and wild animal population within Monroe County. In recent years, several serious AD outbreaks have occurred outside of the United States. The importation of animals and animal products from foreign countries, the ease of travel throughout the world, and the ongoing threat of agro-terrorism increase our vulnerability to an EA/AD. The introduction of an AD would present the County, State, and Nation with a time sensitive, critical situation that affects not only animal health but also agricultural economics. Protecting the animal agriculture industry in the county requires cooperation, participation and partnership.

Any large disaster or emergency in the county may cause substantial suffering to the human and animal populations. With the advent of larger animal production facilities, an ever-increasing pet population, and the increased vulnerability to intentional introduction of animal diseases by terrorist activities, a coordinated local animal response plan for Monroe County is imperative.

III ASSUMPTIONS

- A. The identification of an AD outbreak anywhere in Illinois would have an affect in Monroe County. This could result in the creation and enforcement of movement controls of people, livestock, agricultural products, and other property in the county.
- B. It is likely that livestock producers in the county would be the first to notice unusual behavior or symptoms of disease in their animals.
- C. Private veterinary practitioners in the county will likely be the first responders to any emergency animal disease outbreak. A local veterinarian is required by law to immediately notify suspected AD to the Illinois State Veterinarian or Animal and Plant Health Inspection Service (APHIS) Area Veterinarian in Charge (AVIC).
- D. Because AD's are naturally occurring, it would be difficult, if not impossible to distinguish them as terrorism events unless suspected or confirmed by laws enforcement officials.
- E. Suspected or positive detection of an AD in the county will prompt State and/or federal officials to employ additional precautions to prevent or mitigate the possibility of spreading the disease.
- F. Numerous local, State and federal agencies will play a role in eradicating the disease.

- G. Large numbers of domestic livestock and wildlife may need to be destroyed or controlled to prevent the spread of a disease after it has been confirmed.
- H. Immediate quarantine areas may be required where suspected or confirmed cases may have originated. Special operational procedures may be required (Reference: APPENDIX B).
- I. Facilities and transport vehicles suspected of being contaminated will need to be cleaned and disinfected.
- J. The Monroe County Chief Elected Official (CEO) may issue an emergency proclamation or disaster declaration. Federal disaster assistance may be requested.
- K. The Monroe County Emergency Operations Center (EOC) and/or the State Emergency Operations Center (SEOC) may be activated to manage the emergency.
- L. Any disaster may potentially have adverse effects on the animal population in the county and/or the public health and welfare.
- M. Expedient animal shelters may need to be established in the county and staffed for extended periods in a disaster.
- N. Depopulation of animals will be conducted in the most humane, expeditious manner to stop the spread of the disease and limit the number of animals affected.
- O. Carcass disposal sites will need to be rapidly identified. (Potential solutions: Rendering, landfill, burial on site, and/or incineration).
- P. People with companion animals frequently will choose **not** to evacuate rather than leave animals (livestock or pets) behind in a disaster.

IV. CONCEPT OF OPERATIONS

- A. The Monroe County EMA Director or CEO will activate the Monroe County EOC in large-scale EA/AD incidents.
- B. The Monroe County Veterinarian is the lead authority to manage EA/AD situations.
- C. Normally, the Monroe County Veterinarian serves as a Technical Specialist within the Planning Section of the EOC's General Staff / UC structure.

D. In cases where EA/AD situations become a central part of managing the emergency, the County Veterinarian will be assigned to the EOC's Operations Section.

E. MITIGATION

1. Any zoological or wildlife parks, marine animal aquariums, laboratory animal research facilities, animal shelters, university veterinary medical and animal science centers, and large livestock operations in Monroe County are encouraged to develop emergency procedures and evacuation plans for the animals in their care and custody. Any written plans should be provided to the Monroe County Emergency Manager and Veterinarian for review and comment.
2. The Monroe County Emergency Management Agency will determine the best methods to disseminate information to the media. (Reference: Public Information Annex D)

F. PREPAREDNESS

1. The State of Illinois Department of Agriculture, provides an organizational structure, chain of command, and outline of duties and responsibilities, required for any EA/AD response.
2. Veterinary services and animal care considerations are incorporated into the Mass Care Annex. (Reference: Mass Care Annex G)
3. IDOA, USDA, local veterinarians, humane society, and animal control personnel are identified in the Monroe County EOP and contact information is maintained. (Reference: APPENDIX C)
4. EA/AD scenarios are included in the Monroe County multi-year exercise cycle.
5. Agro-terrorism is included in the county terrorism annex of the Emergency Operations Plan. (Reference: Terrorism Annex M)

H. RESPONSE

1. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management or any act of agro-terrorism that may pose a substantial threat to Monroe County.
2. Request additional State or federal assistance through IEMA, if required.

I. RECOVERY

1. Evaluate any quarantine orders that were put in place around the county during the EAD outbreak, to decide if they are still needed.
2. Augment veterinary medical services through IDOA to expedite rapid recovery.
3. Document all costs associated with the response effort.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The Monroe County Emergency Operations Plan (EOP) provides the framework for the operational response to natural and man-made disasters. This would include any response to a suspected EA/AD outbreak or disaster. The State veterinarian in close coordination with the Monroe County Veterinarian and Emergency Management Agency and the Illinois Emergency Management Agency (IEMA) will direct an AD response in Monroe County. The Monroe County Veterinarian will direct all other EA situations. The Monroe County Emergency Management Agency will facilitate and coordinate with support agencies and organizations such as local veterinary practitioners, humane organizations, animal rescue groups, and private sector entities to meet emergency responsibilities.

1. Monroe County and the local governments will utilize their available resources in any emergency response effort. Additional State assistance may be requested through IEMA. Emergency management response strategies will be based on the location(s) of the animal population where the disease or disaster is located.
2. When an initial suspected case of an AD is recognized, it shall be immediately reported to the Illinois Department of Agriculture (IDOA), Bureau of Animal Health (BAH) and/or the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS). This will trigger an AD investigation by a Foreign Animal Disease Diagnostician (FADD). The FADD will determine the need for a State quarantine order based upon the suspected case. The FADD will work in close coordination with the Illinois State Veterinarian, Monroe County

Veterinarian and Emergency Manager, Monroe County Sheriff, and/or other local officials and organizations. If the deliberate introduction of an AD is suspected, the Fairview Heights office of the FBI will be notified. The FBI is the lead federal agency for crisis management (Reference: Terrorism Annex M).

B. Responsibilities

1. The Monroe County CEO will pre-designate and appoint a Monroe County Veterinarian.

will: 2. The Monroe County Veterinarian, in coordination with the EMA Director,

a. Determine which county and local agencies/departments/organizations have responsibilities in an animal emergency for sheltering, feeding, and routine care of stray or abandoned pets, livestock, or exotics.

b. Maintain current listing of emergency contacts and resources necessary for an EA/AD response or other animal emergencies (Reference: APPENDIX C). A complete list of emergency contacts and resources can be found in the Resource Manual.

c. Act as advisor to local veterinarians, humane organizations, farm service agencies, and others on emergency preparedness issues.

d. Assist veterinarians and agriculture officials in making appropriate and timely reports of possible AD cases; ensure that communications from the State veterinarian are received by the county's veterinarians and other animal health professionals in a timely manner; consult with emergency response officials on animal issues during a disaster or emergency operation.

e. Take the lead in managing animal emergencies in the county.

3. The Monroe County EMA Director will:

a. Coordinate with the American Red Cross (ARC) to provide information to residents and transients on animal care instructions and emergency procedures in the event of an evacuation or shelter recommendation

b. Coordinate with the Bi-County Health Department, and State agriculture and environmental officials to determine the best methods for dealing with dead animals.

c. Maintain a network of organizations and individuals in the county who would have responsibilities in an EAD/AD response.

VI ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION

Basic administrative and accountability procedures for any animal emergency will be followed as required by the Monroe County treasurer.

B. LOGISTICS

If supplies, materials, and equipment are required, records will be maintained.

C. PUBLIC INFORMATION

The Monroe County Emergency Management Agency will work directly with the Monroe County Public Information Officer (PIO) to:

1. Provide periodic spot announcements to the public on pertinent aspects of the emergency.
2. Insure availability for the media in the event an animal emergency situation arises. (Reference: Public Information Annex D)

LIST OF APPENDICES

APPENDIX A	Emergency Response Checklist
APPENDIX B	Illinois FMD Procedures
APPENDIX C	Emergency Contact List

APPENDIX A AE RESPONSE CHECKLIST

PREPAREDNESS PHASE

MONROE COUNTY EMERGENCY MANAGER

- _____ Develop and maintain contact list of those willing to care for animals in an emergency.
- _____ Conduct at least one training program annually for the county veterereinarian, support staff, and other interested parties
- _____ Assist with site-specific animal emergency plans
- _____ Identify buildings in the county suitable for use as pet shelters in an emergency
- _____ Contact owners/managers for permission to designate building as pet shelters
- _____ Work with veterinary medical and non-medical volunteers and agencies that will provide animal care assistance

- _____ Alert animal owners of designated pet shelters
- _____ Conduct an annual “on-site” visit of animal care facilities

APPENDIX A AE RESPONSE CHECKLIST

RESPONSE PHASE

MONROE COUNTY EMERGENCY MANAGEMENT AGENCY & VETERINARIAN

- _____ Track the activities of all available animal shelter facilities and confinement areas identified before, during and after the disaster
- _____ Keep public advised during emergency period
- _____ Assure the availability of storage sites and staging areas for animal food and medical supplies
- _____ Coordinate with local/State law enforcement for establishment of quarantine zones and enforcement of animal movement restrictions
- _____ Act as advisor to county and local government(s) during disaster response actions

MONROE-RANDOLPH BI-COUNTY HEALTH DEPARTMENT

- _____ Support the disaster response and recovery effort with all available resources
- _____ Assess disease impact on humans and make appropriate recommendations

MONROE COUNTY HIGHWAY DEPARTMENT

_____ Support the disaster response and recovery effort with all available resources

_____ Assist with disposal of dead animals in the county

MONROE COUNTY SHERIFF'S OFFICE

_____ Support the disaster response and recovery effort with all available resources

_____ Enforce animal movement restrictions and control established quarantine zones

FIRE DEPARTMENT/DISTRICT

_____ Support the disaster response and recovery effort with all available resources

_____ Assist with decontamination of facilities, personnel and/or equipment

APPENDIX A AE RESPONSE CHECKLIST

RECOVERY PHASE

MONROE COUNTY EMERGENCY MANAGEMENT AGENCY & VETERINARIAN

- _____ Coordinate long-term maintenance, placement,
or disposition of animals which cannot be returned to their normal habitat
or which have been separated from their owners
- _____ Act as advisor to local government during recovery actions
- _____ Document all animal disaster related activities and their costs
- _____ Restore equipment and supplies to normal state of readiness
- _____ When safe, resume day-to-day operations as quickly as possible

APPENDIX B ILLINOIS FMD PROCEDURES

GUIDELINES FOR CLASSIFYING DECLARED AREAS

In the declaration of areas the following factors need to be taken into account:

- industries involved
- environmental factors
- livestock movement patterns
- processing options (livestock and products)
- natural vs. artificial barriers/boundaries
- nature of the outbreak
- livestock species involved
- feral animal involvement

Infected premises (IP)

Premises on which FMD or the virus is confirmed or presumed to exist. Total movement control is imposed and all susceptible animals slaughtered and disposed of on site. (Initial case must be laboratory confirmed. Subsequent cases may be confirmed on clinical signs.)

Dangerous contact premises (DCP)

A premises containing susceptible animals, or infected or exposed products, which have been in direct or indirect contact with an IP or infected animals or products. Total movement control is imposed. For FMD, it would invariably mean destruction of all or some of the susceptible animals on the property.

Suspect premises (SP)

A premise containing suspect animals, which will be subjected to quarantine and intense surveillance until the status is resolved. If there is no evidence of infection, the premises would then revert to normal status.

Contact premise (CP)

An area of at least three mile radius, when bovine and/or ovine only are present and six mile radius when swine are present.

Movement in of susceptible animals:

Prohibited. All susceptible animals on premises and contiguous premises to be slaughtered within 24 hours and property disposed on site.

Prohibited. Subject to intense

Movement in of susceptible animals:

Prohibited.

Allowed under permit (1). Subject to surveillance.

Movement out of milk:

Prohibited.

Allowed under permit, subject to treatment (2).

Movement out of wool:

Prohibited.

Allowed under permit (3) or after quarantine removed.

Movement out of skins, hides:

Prohibited.

Allowed under permit (4) or after quarantine removed.

Movement out of carcasses, meats, offal, wastes from susceptible animals:

Prohibited. To be disposed on site.

Allowed under permit (5) or after quarantine removed.

Movement out of semen, embryos:

Allowed under permit (6) in certain circumstances

Allowed under permit (6) or after quarantine removed.

Movement out of other animals:

Prohibited.

Allowed under permit (7)

Movement in and out of people:

Allowed under permit (7).

Allowed under permit (7)

*Movement in and out of vehicles
and equipment:*

Allowed under permit (7).

Allowed under permit (7)

Movement out of crops and grains:

Allowed under permit (8).

Allowed under permit (8)

Control area

Movement out of susceptible stock:

Prohibited, except under permit or to slaughter in contiguous CA. All out of state movement will initially be prohibited.

Movement in of susceptible stock:

Movement from free areas to a property or slaughter plant is allowed under permit (1).

Movement within of susceptible stock:

Movement to a slaughter plant or farm (1) is allowed under permit.

Movement through of susceptible stock:

Allowed under permit (9).

Movement of milk:

Movement into or within the CA is allowed.

Movement out of the CA may be allowed under permit, preferably after treatment.

Movement of wool, skins, hides:

Movement into or within the CA is allowed.

Movement out of the CA may be allowed under permit, preferably after treatment.

*Movement of carcasses, meats, offal, from susceptible animals, including field-shot
game:*

Movement into or within the CA is allowed.

Movement out of the CA may be allowed under permit (5).

Movement out of semen, embryos:

No restrictions.

Movement of other animals, people, equipment:

Allowed, subject to conditions (7).

Vehicles:

No restrictions.

Risk enterprises:

May continue to operate under permit (based upon surveillance).

Sales, shows etc:

Subject to State veterinarian approval.

Notes:

- (1) Permits for the movement of susceptible animals onto a SP or CA should be issued only in exceptional circumstances. Although such movements may pose no risk of spreading infection, compensation would be payable if these animals become infected. Stock must remain on the property for at least 21 days and be inspected before being moved again. Permits should be issued by an accredited veterinarian on a VS-127.
- (2) Milk heated to 72 degrees C for 15 seconds or 135 degrees C for one second may be used for any purpose except for feeding (as whole milk, products, by-products or waste) to susceptible livestock.

Because such milk is unsuitable for cheese making, the manufacture of cheddar cheese will be permitted from milk heated to 72 degrees C for 15 seconds, provided that such cheese will be stored for at least 90 days at a pH of not greater than 5.5. Milk may also be used for manufacture of acid casein, which is precipitated at the pH of less than 5.2. Appropriate filters should be fitted to the air exhaust of milk tankers operating in the CA.

(2a) Fresh milk may be transported to a designated dairy factory in dedicated tankers fitted with air-exhaust filters, for treatment as prescribed in (2). Tankers must undergo thorough decontamination off each farm.

- (3) Movement of wool from IPs, DCPs and SPs, may be permitted after treatment, depending on when the animals were shorn or skinned in relation to the earliest likely onset of infection:

wool obtained before first infection – store until cleaning and disinfection of premises is completed, then spray bales or skins with 2% caustic soda and allowed to dry;

wool obtained during period of infection – spray bales with 2% caustic soda and allowed to dry, store at 18 degrees C for four weeks and/or undertake industrial scouring; or

wool held off-property but identified by trace-back as having been obtained during period of infection – identify, spray bales with 2% caustic soda and allowed to dry, store at 18 degrees C for at least four weeks and/or undertake industrial scouring; spray neighboring bales with 2% caustic soda.

Other genetic material collected within the IPs, DCPs and SPs, should be held and only released if the animals and premises of origin remain free of FMD for twenty-one days after collection.
If any

doubt exists, the material should be disposed of.

- (4) Movement of skins and hides from the IPs, DCPs and SPs, may be permitted after treatment, depending on when the animals were skinned in relation to the earliest likely onset of infection:

skins and hides obtained before first infection – store until cleaning and disinfection of premises completed, then spray skins with 2% caustic soda and allowed to dry;

skins and hides obtained during period of infection – bury during cleaning of premises (do not burn);

skins and hides held off-property but identified by trace-back as having been obtained during

period of infection – identify, remove and bury; spray neighboring skins with 2% caustic soda.

Other genetic material collected with the IPs, DCPs and SPs, should be held and only released if the animals and premises of origin remain free of FMD for twenty-one days after collection. If any doubt exists, the material should be disposed of.

- (5) Carcasses, meats, offal and wastes from susceptible animals, including field-shot game, may be moved from SPs or out of the CA provided that:

the material is not brought into direct or indirect contact with susceptible animals;

every precaution is taken to ensure that effluent, other fluids or aerosols do not leak out of the transport vehicle;

the transport vehicle and containers are decontaminated under supervision between loads;

before being released, the material is treated or processed in a manner which will destroy

FMD virus or which will ensure it is not fed to susceptible animals;

cross-contamination between treated/clean and infected material does not occur; and

wastes are disposed of in an approved manner.

- (6) Semen and embryos collected from susceptible animals on IPs and DCPs within twenty-one days preceding the first signs of FMD should be destroyed and disposed of on site. Genetic material handled at the same time and potentially cross-contaminated should also be destroyed. Material collected and stored before this time may be removed after decontamination has been completed and the outside surfaces

of containers, vials and straws have been disinfected. Other genetic material collected within the IPs, DCPs and SPs, should be held and only released if the animals and premises of origin remain free of FMD for twenty-one days after collection. If any doubt exists, the material should be disposed of.

- (7) Movement of people, other animals, vehicles and equipment off IPs, DCPs, and SPs should be restricted and subject to strict quarantine and decontamination procedures to prevent mechanical spread of FMD virus. Straw beds or other approved medium with disinfectant should be placed at all entrances for vehicle traffic. Foot baths should be placed for foot traffic. Disinfection solution should be replaced daily. Quarantine signs should be placed in a highly visible location on all livestock premises. Dogs are to be confined or tied up. People not farm related may move without permit on a limited basis. Within the CA, less stringent control procedures may be required. **A permit must describe in detail the conditions of issue.**
- (8) Crops and grains harvested from fields that were sprayed or treated with effluent from an infected premises within twenty-one days preceding the first signs of FMD must be disposed of on site by burial or plowing in. Otherwise, crops and grains may be removed from IPs and DCPs after the completion of decontamination. The top ten inches of grain or crop stored in open piles must be removed and disposed of on site, and the remainder sprayed with citric acid or formalin. The material must not be fed to or used as bedding or litter for susceptible animals. If any doubt exists, the material should be disposed of on site.
- (9) Direct movement by road or rail may be allowed by permit, provided the origin and destination are both outside the IPs, DCPs, SPs and CA, and the stock are not unloaded within the CA. If transport is delayed within the CA, the stock should be regarded as suspect and their further movement carefully reassessed.

APPENDIX C ANIMAL EMERGENCY CONTACT LIST

MONROE COUNTY VETERINARIAN: Dr. Dwight Boehm
Cell 618-781-7925
(w) 939-8282
(h) 939-7656

LARGE ANIMAL VETERINARIANS IN MONROE COUNTY:

Dr. Dwight Boehm, 939-8262	Dr. Ken Church, 282-6466
Dr. Liz Vollmer, 939-8262	Dr. Martha Church, 282-6466
Dr. Allen Mueller, 939-8262	
Dr. Jennifer Fuller, 939-8262	
Dr. Dauneta Woodruff, 939-8262	

SMALL ANIMAL VETERINARIANS IN MONROE COUNTY:

Dr. Alec Faun, 281-7161
Dr. Jeff Clinebell, 281-5100
Dr. Rita Ryerson, 281-5100
Dr. Deri Benms, 281-5100

OTHER VETERINARIANS LIVING IN MONROE COUNTY:

Dr. Don McCrosky, 939-8888	Dr. Dan Theobald, 618-406-8228
Dr. Jay Brown, 281-2677	Dr. Brian Hezel, 618-332-1666
Dr. John Long, 281-7898	Dr. Tanya Seckman, 281-5783
Dr. Brian Patrick, 281-9714	Dr. Mark Anderson, 636-227-9400
Dr. James Jesser, 281-9599	

MONROE COUNTY HUMANE SOCIETY:

Phyllis Buettner, 939-4746	Linda Slover, 939-8005
Kris Sullivan, 939-1787	Alice Imhoff, 939-1324
Paula Hutchinson, 281-5199	

MONROE COUNTY ANIMAL CONTROL:

Dovie Larson, 939-7282 / cell 618-741-0083
Sheriff Dan Kelly, 939-8651
Dr. Dwight Boehm, 939-8282 / cell 618-781-7925

Monroe County Farm Bureau: 939-6197

Monroe County Farm Service Agency: 939-6181

Gateway FS: 282-4000

Small Animal Crematory: Mark Neay, 473-9137 / cell 618-830-2991

Large Animal Crematory: Millstadt Rendering, 538-5312

ILLINOIS DEPARTMENT OF AGRICULTURE, BUREAU OF ANIMAL HEALTH:

State Veterinarian, Dr. Mark Ernst, 217-782-4944

Emergency Response Coordinator, Jim Kunkle, 217-785-4740

Animal Health – Swine:

Licensing, Susan Baatz, 217-785-4734
Imports, Judy Campbell, 217-782-4946
Exports, Marilyn Ernst, 217-782-4944
CWD, Kathy Firch, 217-785-4758

Animal Health – Cattle:

Import/Export, Judy Campbell, 217-782-4946
Certifications, Carol Nolder, 217-785-4765

Animal Health – Equine:

Imports, Judy Campbell, 217-782-4946
Exports, Marilyn Ernst, 217-782-4944

Serology Laboratory: 217-785-4771

Animal Welfare:

Jackie Eckert, 217-785-4732
Humane care & companion animals, Regina Burris, 217-524-3006
Dead animal disposal, Connie Draughan, 217-782-6657
Entry permits for exotics, Carrie Tiskos, 217-785-4766

USDA State Inspector: Stacey Ballard, 618-444-1501

USDA APHIS, Dr. Lennis Knight, 217-241-6689

Centralia Animal Disease Laboratory, Dr. Gene Niles, 618-532-6701
Galesburg Animal Disease Laboratory, Dr. Dale Webb, 309-344-2451
University of Illinois Veterinary Laboratory, Dr. John Andrews, 217-333-1620

GLOSSARY of TERMS, DEFINITIONS & ACRONYMS

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating federal, state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

American Red Cross (ARC): An independent, voluntary organization dedicated to undertake relief activities in accordance with Congressional charter.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in

hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, resources unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Chief Elected Official (CEO): The Chair of the Monroe County Board of Commissioners.

COG: Continuity of Government. Provisions taken by a jurisdiction to ensure that government can continue to function and maintain its authority.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Section: An organizational unit of the EOC, responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

CONOPS: Concept of Operations

COOP: Continuity of Operations

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Critical Facilities: Facilities essential to an emergency response, such as fire and police stations and an EOC.

DAT: Damage Assessment Team

DAWG: Damage Assessment Working Group

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

DHS: Department of Homeland Security

Direction & Control: Assignment and coordination of responsibilities for immediate and continued response to an emergency.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

EMA: Emergency Management Agency

EMAC: Emergency Management Assistance Compact

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, county, city, tribal), or some combination thereof. Normally, Monroe County's EOC is in the Monroe County Court House.

Emergency Operations Plan (EOP): The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes federal, state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responders or First Responders.

Essential Personnel: Those persons essential in disaster / emergency operations.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Exercise: A simulated emergency used to test response and train emergency responders.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

FEMA: Federal Emergency Management Agency

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

GIS: Geographic Information System

GLEND MONROE: Geo-locational Emergency Notification Decision Aid-Monroe County

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See *Division*.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

HAZMAT: Hazardous Materials

HSOC: Homeland Security Operations Center

HSPD-5: Homeland Security Presidential Directive-5

HSPD-8: Homeland Security Presidential Directive-8

IEMA: Illinois Emergency Management Agency

ILEAS: Illinois Law Enforcement Alarm System

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMAT): A multidisciplinary group assembled for the purpose of completing and/or enhancing the incident command system at the local or State response level.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Institutionalize: To "institutionalize the use of ICS" means that government officials, incident managers and emergency response organizations at all jurisdictional levels adopt the Incident Command System and launch activities [in FY 2005] that will result in the use of the Incident Command System for all incident response operations. Actions to institutionalize the use of ICS take place at two levels – policy and organizational/operational.

At the policy level, institutionalizing the ICS means government officials, i.e., governors, mayors, county and city managers, tribal leaders and others: adopt ICS through executive order, proclamation or legislation as the jurisdiction's official incident response system; and direct that incident managers and response organizations in their jurisdictions train, exercise and use the ICS in their response operations.

At the organizational/operational level, evidence that incident managers and emergency response organizations are institutionalizing the ICS would include the following: ICS is being integrated into functional and system-wide emergency operations policies, plans and procedures; ICS training is planned or under way for responders, supervisors and command level officers; Responders at all levels are participating in and/or coordinating ICS-oriented exercises that involve responders from multi-disciplines and jurisdictions.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

JOC: Joint Operations Center

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state, or federal boundary lines) or functional (e.g., law enforcement, public health). For Monroe County emergency planning and response, the jurisdiction is all of Monroe County.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer (LNO): A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

MABAS: Mutual Aid Box Alarm System

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by

lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations-federal, state, local, and tribal-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National Disaster Medical System (NDMS): A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan (NRP): A plan mandated by HSPD-5 that integrates federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

NIMSCAST: National Incident Management Capability Assessment Tool

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a state, local, or tribal jurisdiction with assistance from responding federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special federal, state, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

ROSS: Resource Ordering and Status System

Safety Officer (SO): A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

SAR: Search & Rescue

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

SITREP: Situation Report

Span of Control: The number of individuals a supervisor is responsible for usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources could be placed while awaiting a

tactical assignment. The Operations Section manages Staging Areas.

SOP: Standard Operating Procedure

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to state, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as

Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command (UAC): A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See *Area Command*.)

Unified Command (UC): An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

US&R: Urban Search and Rescue

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

WMD: Weapons of Mass Destruction

